December 6, 2021  |  Share the following information within your departments as appropriate.

**HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS**

- **Hire and Onboarding Reminders**
- **New Workday Feature - Work Space**
- **Years of Service Pins Update**
- **Performance Management: Employee Goals**
- **Past Due System Required Web-based Training (WBT) Report**
- **COVID-19 Return to TAMUS Courses**

**PAYROLL SERVICES**

- **Upcoming Payroll Deadlines & Estimated Hours**
- **Biweekly & Monthly Off-Cycle Emergency Payment Requests**
- **Dec. 31, 2021 Payment Date for Biweekly Payroll and Jan. 3, 2022 Payment Date for Monthly Payroll Services Staff Out of Office on Fri., Dec. 10 from 10am to 3pm**

**EMPLOYEE WELLNESS**

- **Flourish Events**

**ANNOUNCEMENTS**

- **Michelle Steedly Retirement Reception Tuesday, December 7**

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**HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS**

**Hire and Onboarding Reminders**

As we prepare for the Spring semester hires, please remember to keep in mind the following guidelines and tips:

1. The **Hire Business Process** allows you to **search by UIN**. This should help you ensure the right record is being selected for rehires and prevent you from starting a hire process for existing employees.
2. Always **include the UIN** in the comment box when submitting Hire Business Processes.
3. **For student workers**, do not start a hire business process until the Form I-9 is completed. Remember that the Workday hire date and the Form I-9 hire date should match.
4. You **MUST** complete and approve the I-9 forms in Guardian, including Section 3. Do not let employees leave your office until you have received an Employment Authorized result from E-Verify.
5. Ensure that all employees complete their Onboarding processes in Guardian Workday, including entering their SSN. Remember to run the Onboarding Status Summary report in Workday and follow up with all employees with Onboarding still in progress.

6. Visit the Form I-9 Page to stay up to date with federal rules and regulations, and tools designed to assist you:
   a. If you have questions, please use the I-9 Contact form. This will ensure that you provide all the information we need to better assist you.
   b. Consider requesting links to have the employees complete Section 1 before the hire date. This will ensure that Section 1 is completed on time and it will save you time when you meet with the employee to complete Section 2 of Form I-9.

Review the Form I-9 Quick Tip Guide. You will find the answers to most of your questions listed in this document!

Reminder: Student Status Positions and Placement in Temporary/Casual Positions
Following the message sent in the November 8th LNN from the Student Employment Office regarding End of Semester Reminders, if graduating, students must be moved off student title codes no later than the Monday following the latest commencement ceremony of the term. Based on the fall ceremony schedule, the effective date for these actions is Monday, December 20, 2021. Departments do not need to create or transfer to a Program Aide position. Instead, this request may be processed using Change Job and selecting Data Change – Position Title Change for the reason. The Job Profile will need to be updated to Program Aide, and the Employee Type will need to be changed to Temporary/Casual Staff (Fixed Term). Departments should update the annual work period to cover the appropriate time period worked. Workday will require the department to enter an End Employment Date indicating an end date on which the temporary employment will close. The graduating student can only work in this Program Aide role for a maximum of 4.5 months, no matter the hours worked. In these instances, a Criminal Background Check is not required. For further information regarding temporary/casual positions, please reference the Temporary/Casual Position Guidelines on the HR website.

Special Note: Students who graduated in August 2021 and were placed in a temporary/casual position without posting the position will meet the 4.5 months duration for that extended employment at the end of this month and need to be terminated. If you still have former students in temporary/casual positions, please process a Termination request so that the duration does not exceed 4.5 months.

For questions regarding this process, contact Classification and Compensation at 979-845-4170 or by email at hrcomp@tamu.edu, or hschr@tamu.edu for Texas A&M Health.

New Workday Application - Work Space
A new Workday application called Work Space has been implemented to provide us with the ability to document the physical facility and office where a worker primarily performs job duties. Work Space will help facilitate the immediate need of vaccine management for federal contractors, but it also provides a centralized repository of location information that can be reviewed and reported on for various different uses (ex. Emergency Management). For more information, please review the following resources available in the Education section of Workday Help.

- NEW user guides / job aids
  - Change My Work Space
  - Change Work Space
- NEW webinar
  - Using Work Space in Workday
- UPDATED user guides / job aids
  - Hire
  - Add Additional Job
  - Change Job

Years of Service Pins Update
Thank you to those HR Liaisons who helped verify employees who reached 20, 25, 30, 35, 40, 45, 50, and even 55 years of service in 2021! The pins were recently received from the manufacturer and are being examined for quality control. We will reach out to department contacts to coordinate a pick-up process as soon as we have sorted and packaged all pins. Our goal is to have them ready for pick-up by December 14th. We encourage
departments to celebrate their employees in a special way when presenting this special years of service recognition! Review our Award Presentation Tips for departments to use to assist with recognition. If you need your department’s pins before December 14, please email Nikki Cavender at ncavender@tamu.edu. Thank you for your patience in this process.

Performance Management: Employee Goals

As a reminder, it is important to ensure employee goals have been put into Workday for the current Performance Review Period (4/1/2021 – 3/31/2022). Goals entered by employees must be approved by their manager. Goals input by the manager do not require additional approvals. Goals for the previous review period (4/1/2020 – 3/31/2021) can be archived.

HR Liaisons should facilitate the goal setting process with the organizations they support. Two reports are available in Workday to help with monitoring goals:

1. Employee Goals Pending Approval – returns all goals for employees waiting for manager approval in the Talent Analyst’s area(s) of organizational responsibility.
2. Employee Goals by Organization – returns all goals for employees (except those pending approval) in the Talent Analyst’s area(s) of organizational responsibility.

It is also a good time to remind managers about the importance of periodic reviews of goals with their employees, including noting positive progress and areas of improvement needed.

Please visit the Performance Management webpage for an overview of the process, timeline, Workday job guides, and other resources. There are also courses including best practices for employees and supervisors, delivered via Zoom. Check out the delivery schedule to view course descriptions and enroll in a session.

Please email questions to HRevaluations@tamu.edu.

Past Due System Required Web-based Training (WBT) Report

Attached is the monthly Required Training Assignments Report for System-required training. The report format is designed to be helpful, and actionable in enabling compliance. The report also now includes TEES and AgriLife.

1. The first tab is a summary of past due employees by Executive Level 2.
2. The second tab provides more detail with:
   - Filters to quickly identify specific departments with individuals who are past due
   - Highlighting those that are more than 90 days past due and more than 365 days past due.

If you have questions, please contact orgdev@tamu.edu.

COVID-19 Return to TAMUS Course

In alignment with requirements set forth by Governor Abbott’s executive order GA-21 as amended by GA-22, employees are required to complete the following System Office courses in TrainTraq:

- **2114131 : Safe Practices for Returning to the Office During the COVID-19 Pandemic**
  - This course is required for all employees and is automatically assigned.
  - Spanish version is available. Completing either the English or Spanish version will meet the assignment requirements to complete the course.
- **2114130 : Protocol and Certification for System Member Employees**
  - This course is required for all employees and is automatically assigned.
  - The attached spreadsheet will only show completions on or after Nov. 4, 2020.
  - Spanish version is available. Completing either the English or Spanish version will meet the assignment requirements to complete the course.

In addition, per President Bank’s August 5 message, employees were required to complete the following course in TrainTraq:

- **2114327 : COVID-19 Management and Guidance Plans - TAMU**
  - Effective immediately, course 2114327 is no longer being assigned to new hires, as the course material was specific to requirements for the fall 2021 semester. Depending on COVID-19 conditions, employee requirements for the spring 2022 semester will be communicated accordingly.
Attached is a report to help monitor completions and incompletions for all three courses. The report also now includes TEES and AgriLife.

If you have questions, please contact HROE Organization Development at OrgDev@tamu.edu.

PAYROLL SERVICES

★ Please share this article with your managers, employees, timekeepers and business process approvers.

Upcoming Payroll Deadlines & Estimated Hours

There are numerous days ahead with early & multiple payroll deadlines. Please see the partial list under “Payroll Reminders” at the top of this newsletter; refer to the December 2021 calendar on the Payroll website for the full schedule. Benefit eligible biweekly paid employees without sufficient accrued time should not be allowed to estimate time. It is advised that non-benefit eligible employees such as students, GANTS, and temp/casual employees not be allowed to estimate time. Missed hours and other timesheet corrections can be added to a timesheet up to three prior pay periods and resubmitted to the manager for approval and payment at a later date. Please notify your employees, managers and timekeepers of the earlier deadlines and plan accordingly. **Note:** Timesheets and business processes approved after deadlines will pay on the employees next regularly scheduled payday, starting with the January 14th biweekly payday.

- **Biweekly Pay Period #22-09 & Monthly Retro– Early Deadlines**
  Due to the upcoming Winter Break Holidays, the Monthly Retro Business Process approvals have an earlier deadline of Monday, December 13 at 5:00pm. The biweekly pay period #22-09 Retro Timesheets & Business Process approvals have an earlier deadline of Wednesday, December 15 at 5:00pm.

- **Biweekly Pay Period #22-09 Current Timesheets – Accelerated Schedule & Estimated Hours**
  With the upcoming Winter Break approaching, biweekly pay period #22-09 require early submission of timesheets to meet deadlines. Current timesheets for biweekly pay period #22-09 are due December 17 at 11:00am but the pay period doesn’t end until December 25 which means estimated time, payday will be December 31.

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**Biweekly & Monthly Off-Cycle Emergency Payment Requests**

The #22-08 (Nov 28-Dec 11) Biweekly Final Pay Calculation Results Report will be available at 2:00pm on Wednesday, December 15 at 2:00pm. The payday for this period is Friday, December 17. After the final results are available, please review the report to check for any missed regular pay. Requests for Off-Cycle Emergency Payment must be received no later than Friday, December 17 at 10:00am in order to have adequate time to process them before Winter Break. Late requests will be processed after the Winter Break.

The Monthly Final Pay Calculation Results Report will be available at 2:00pm on Wednesday, December 22. The payday for this period is Monday, January 3. After the final results are available, please review the report to check for any missed salary pay. Requests for Off-Cycle Emergency Payment can be submitted after the 22 but we will not be able to begin processing them until after we return from Winter Break on January 3.

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★ Please share this article with employees in your department.

December 31, 2021 Payment Date for Biweekly Payroll and January 3, 2022 Payment Date for Monthly Payroll Services will mail paper checks on their respective pay dates, but due to the Winter Break and the Federal Holiday we strongly encourage employees to sign up for direct deposit to prevent any delays in receiving their pay associated with these pay dates.

A **User Guide for Edit Payment Elections** is available online. Please follow the instructions to edit existing or add new Accounts and then link your new Account(s) to your Payroll and Expense Pay Types.

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Payroll Services Staff Out of Office on Friday, December 10th from 10am to 3pm

Payroll Services staff will be out of the office on Friday, December 10th for their annual Holiday Lunch. GSC Suite 1201 will be open for check pick-up, answer basic questions, take messages, and collect packages. All emails/calls will be returned after 3pm on Friday, or as soon as possible on Monday. If you have an urgent matter
and/or need immediate assistance on December 10th during this time, please call 979.845.2711 and leave a message.

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**EMPLOYEE WELLNESS**

★Please share this article with employees in your department.

**Flourish Events**

These are the final Flourish events, but don't worry we’ll be back in the spring with a new name and all new programs.

**Special offerings:**

- Your Poinsettia Questions Answered | 12/7 | 12:00pm – 1:00pm
- Renting vs. Buying | 12/8 | 11:00am – 12:00pm
- Coffee Chat & Connections | 12/8 | 2:00pm – 3:00pm

Our winter interim fitness schedule has begun and will continue through Sunday, January 16.

- Please be aware of Rec Sports and Piranha Fitness Studio's participation procedures and register directly with them.

Download our app by searching "FlourishTAMU" or access our web app.

Visit our calendar and social media on Facebook, Twitter, and Instagram.

P.S. Yes, our name is changing, but we’ll continue using the same app and social media profiles after a little refreshed look and feel.

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**ANNOUNCEMENTS**

**Michelle Steedly Retirement Reception Tuesday, December 7**

The Division of Human Resources & Organizational Effectiveness invites you to join us as we celebrate Michelle Steedly, Classification and Compensation Manager, as she retires from Texas A&M University after 26 years of dedicated service!

**Tuesday, December 7, 2021**

The University Club, 11th floor of Rudder Tower

3:30 to 5:00 P.M.  |  Remarks at 4:00 P.M.

Parking is available in the University Center Garage or the Gene Stallings Blvd. Garage, both near Rudder Tower.

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**QUESTIONS?**  [HRnetwork@tamu.edu](mailto:HRnetwork@tamu.edu) | 979.862.3854  | 979.845.4141  | Who to Contact in HROE?

The HR Liaison Network comprises approximately 300 employees who have been designated by their department head to perform HR functions within the department. As partners of the Human Resources organization, HR Liaisons play an important role — from creating a welcoming environment for new hires to maintaining workplace unity while supporting employees and management. Learn more at: employees.tamu.edu/relations