



HR LIAISON NETWORK NEWS

July 12, 2021 | Share the following information within your departments as appropriate.

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PAYROLL REMINDERS

July 12:

- #21-23 Current Timesheets, Workday BP Approvals, Lump Sum Payouts, PPRs & Time Off Requests due at 11:00am
- #21-23 Pay Calculation Results Report available at 12:00pm

July 13:

- #21-23 Pay Calculation Results Report refreshed at 10:00am
- #21-23 Timesheets Locked; only Timekeepers can update
- Run Timekeeper Reports

July 14:

- #21-23 BW Final Pay Calculation Results Report available at 2:00pm
- Monthly **Retro** Business Process Approvals due at 5:00pm

July 15:

- Monthly Pay Calculation Results Report available at 12:00pm

July 16:

- #21-23 Biweekly Pay Day
- Monthly Pay Calculation Results Report refreshed at 10:00am

July 19:

- Monthly Pay Calculation Results Report refreshed at 10:00am
- Monthly PPRs & Lump Sum Payouts due at 11:00am

[Payroll Processing Calendar Key](#)
[Processing Schedules](#)
[Workday Tools](#)

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

Virtual HR Liaison Q&A Session on Staff Hiring & Compensation Action Freeze

As you are aware, the University is undergoing a comprehensive review of its operations in an effort to maximize our effectiveness at meeting our mission. While this comprehensive review is in process, HROE has been tasked with implementing a hiring authorization process and compensation action freeze to prevent us from implementing organizational changes that could be impacted by recommendations from the comprehensive review. We recognize the significant impact that these process changes have had on you and the units you serve and appreciate your help in navigating through challenges over the summer.

To assist you in answering employee and manager questions related to the freeze, we invite you to join us for an **HR Liaison Q&A session** hosted by Mr. Greg Hartman, Chief Operating Officer and Senior Vice President, and Dr. Jeff Risinger, Vice President for HROE. Liaisons who attend this meeting will have the opportunity to hear more

about the intent of the temporary freeze. In addition, recruiting and compensation subject matter experts will be on the call to address questions regarding processes.

DATE: Tuesday, July 13, 2021

TIME: 2:00-3:00pm

ZOOM: [Liaison Registration](#)

After registering, you will receive a confirmation email containing information about joining the meeting. Space is limited to the first 300 registrants.

Participants should review the information (including the FAQs) on the dedicated webpages listed below prior to attending the Q&A session. Please come prepared to ask questions not addressed on our website. This session is not intended to be a formal training session; however, it is an opportunity to hear the types of questions that others have raised. For questions about this session, contact hrnetwork@tamu.edu.

Resources:

- [Updated hiring authorization process](#)
- [Hiring Authorization Request form](#)
 - Submission of this form does not guarantee that the requested action will be approved.
- [Updates to Staff Compensation Actions](#)

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Dual Employment Reminder

For both the [Dual Employment Template](#) and/or [Agreement Form](#), the primary department (and other departments if the employee already has multiple jobs) need to be in agreement regarding the new additional employment. The department(s) where the employee currently works at can deny the employee's additional job. An employee may accept additional employment with another department within the Texas A&M University System (TAMUS) provided the employee **obtains advanced approval** from the Department Head or designee of the employee's primary position and the approval of the Department Head or designee from the employing department.

The *Add Additional Job* business process must be approved by HR and successfully completed in the system **prior** to the employee commencing additional employment at Texas A&M University. The Dual Employment Agreement Forms must be submitted to HR for review **prior** to the employee commencing additional employment with another State of Texas agency.

As a reminder, the [Dual Employment Comment Template](#) should be used when an employee has more than one job at Texas A&M University. The [Dual Employment Agreement Form](#) should be used when an employee works for Texas A&M University and another State of Texas agency.

For questions regarding dual employment for student and staff positions, contact Classification and Compensation at 979-845-4170 or by email at hrcomp@tamu.edu, or hschr@tamu.edu for Texas A&M Health departments. [Resources on Dual Employment may be found on our website.](#)

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Form I-9 Section 2 Must be Completed by Guardian Users

Effective August 1, 2021, all Form I-9 Section 2s **MUST be completed in-person** by the department's Form I-9 processor or a trained Guardian User. The form to [Request a Remote Form I-9 using an Authorized Representative](#) should only be used in situations in which the employee will perform all duties outside of the department's usual work location. For example, the employee resides in Shreveport, LA and will perform all duties in a remote location. There are no restrictions to [Request a Form I-9 Remote Section 1](#). For questions, contact UIN-I9@tamu.edu.

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Guardian Settings for E-Verify

The settings in Guardian have been adjusted to prompt users to upload documents required to process E-Verify cases. These documents are:

- U.S Passports and U.S Passport Cards
- Permanent Resident Cards
- Employment Authorization Cards (Form I-766)

Please note that you will not be able to mark these forms completed or approved until these documents are uploaded. For questions, contact UIN-I9@tamu.edu.

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Use of Paper Form I-9s

Completing a Form I-9 on paper for a new hire should not be the standard practice for the department. Since TAMU uses an electronic application to complete Form I-9, paper forms **should only** be used when Guardian is not available. For questions, contact UIN-I9@tamu.edu.

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COVID-19 Courses:

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.
- **Important Note:** This course has been updated to reflect recent changes to the guidance on face coverings. Applicable assignments rules are still in effect and no action is required.

[2114130 : Protocol and Certification for System Member Employees;](#)

- This course is required for all employees and is automatically assigned/reassigned accordingly.
- The attached spreadsheet will only show completions on or after Nov. 4th 2020.

[Spanish versions are also available](#) for these courses. Completing either the English or Spanish version will meet the assignment requirements to complete the courses.

Attached is a report to help monitor completions and incompletions. If you have questions, please contact Organization Development at OrgDev@tamu.edu.

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PAYROLL SERVICES

Paid Holiday / Early Release Not on Timesheet

In order to get the time blocks to create for early release, paid holidays and inclement weather events, the calculations need to run on the time sheet. These calculations run automatically when employees enter/update time. If an employee does not have worked time to enter or update (paid time off, holidays all week) or they entered all time prior to the event being added to the calendar, they should Run Calculations on their time sheet. You can find the option to "Run Calculations" in the Actions menu on the top right-hand side of the employee's time sheet. The time sheet needs to be submitted and approved for the time to pay.

Alternatively, Timekeepers can choose to run calculations for everyone or groups of individuals.

Run Time Calculations for a Date Range:

1. Search for Run Time Calculations for a Date Range report.
2. Select the workers for whom you'd like to run calculations.
3. Enter Run Frequency [Run Now].
4. Enter a Request Name.
5. Select a Start Date and End Date to define the date range for calculations.
6. Click OK to run process.

See [Holiday Time Off, Early Release and Timesheets](#) on Payroll Services website for more information.

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Holiday Pay

As per System Regulation 31.04.01 System Holidays Section 1.3, if an employee has unpaid Time Off for the entire workday immediately before or after a holiday, they **should not** be compensated for the holiday(s). The employee or Absence Partner should submit Unpaid Time Off to make sure the employee is not paid for the holiday(s).

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Payroll Services Website – Single Sign On prompt for secure documents

We have made updates to FAQs and many other items on the Payroll Services website that contain screenshots and step by step instructions for Workday. Per our contract with Workday, we are not to make this information

available for public access. From a security standpoint, readily available information such as screenshots and step by step instructions could be accessed by individuals phishing for information which could pose a security risk for the employees of Texas A&M University and the Texas A&M University System. These helpful tools and guides we have on our website have now been moved behind a Single Sign On login so that they are still available for our employees to use, without risk of the information being accessed by those that do not have reason to view it. Upon visiting our website and clicking one of the secure items, you will be prompted to log into SSO. If you are already logged into SSO when you access one of our secure documents, the document will likely open automatically. After your SSO login has timed out, you would be prompted to log in again as you continue to access secure documents on our website. If you have any questions, please send your message to payroll@tamu.edu and we will be happy to assist.

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EMPLOYEE WELLNESS

★Please share this article with employees in your department.

Flourish Events



Give yourself permission to rest. Feel your feelings. Trust your gut. Love your body. Simplify your life. Learn something new. Be yourself.

Special offerings this week:

- [Diving Deeper into Yoga](#) | 7/12 | 4:30pm – 5:30pm
- [Diabetes Treatment Updates](#) | 7/14 | 1:00pm – 2:00pm
- [Intimate Coaching Circle with Sarah Moore](#) | 7/15 | 5:30pm – 7:30pm

Personal interest groups this week:

- [Bariatric Buddies](#) | 7/15 | 12:00pm – 1:00pm

Take advantage of our fitness classes:

- [Stretch & De-Stress](#) | 7/13 & 7/15 | 6:45am – 7:15am
- [Cycle](#) | 7/13, 7/15 & 7/17 | 10:00am – 10:45am
- [Pilates](#) | 7/14 | 11:45am – 12:30pm
- [MEGAStrength](#) | 7/14 | 4:45pm – 5:30pm

View our [full fitness class schedule](#) with classes taught by Rec Sports, PEAP, and Piranha Fitness.

Check out our new [scheduling software](#) and mobile app.

Visit our [website](#) and follow us on social media ([Facebook](#), [Twitter](#), and [Instagram](#)) to build community, enter giveaways, and more.

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ANNOUNCEMENTS

★Please share this article with employees in your department.

2021 Texas A&M Part-Time Job Fair Registration is Open!!

Are you looking to hire part-time employees? Would you like the opportunity to meet with interested workers prior to scheduling interviews? Come join the Texas A&M Student Employment Office at its annual Part-Time Job Fair on **Tuesday, August 31 from 2:00-4:30pm**. We are so glad to be hosting this event in the Bethancourt Ballroom C, D and E on the second floor of the Memorial Student Center on Campus. This venue makes it easy and convenient for you to take advantage of the students we expect to be in attendance.

Registration is on a first come, first serve basis, so be sure to log into your [JobsForAggies](#) profile and join us today. **Only \$50 reserves your spot!**

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Division of Human Resources
& Organizational Effectiveness

QUESTIONS? HRnetwork@tamu.edu | 979.862.3191 | 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/liaisons

Past LNN issues
are found online:
[HR Liaison Network
News Archive](#)