



HR LIAISON NETWORK NEWS

July 19, 2021 | Share the following information within your departments as appropriate.

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PAYROLL REMINDERS

July 19:

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

July 20:

- Monthly Pay Calculation Results Report refreshed at 10:00am
- Current Monthly BP Approvals due at 5:00pm

July 21:

- Monthly Pay Calculation Results Report refreshed at 10:00am

July 22:

- Monthly Final Pay Calculation Results Report available at 2:00pm
- #21-24 **Retro** Timesheets and Workday Retro BP Approvals due at 5:00pm

July 26:

- #21-24 Current Timesheets, Workday BP Approvals, Lump Sum Payouts, PPRs & Time Off Requests due at 11:00am
- #21-24 Pay Calculation Results Report available at 12:00pm

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

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

July 29 Special Zoom for HR Liaisons - Processing Retiring Employees

HROE is hosting a special Zoom session for Texas A&M HR Liaisons about action items when one of your departmental employees is retiring. Tips and resources about the process will be provided to help HR Liaisons better understand the process employees go through as well as tasks that HR Liaisons will complete.

Date: Jul 29, 2021

Time: 11:00 AM Central Time (US and Canada)

Zoom: [Register](#) in advance for this meeting:

After registering, you will receive a confirmation email containing information about joining the meeting.

If you have specific topics that you want to be sure are covered or need more information, submit your questions to benefits@tamu.edu.

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Requesting Special Consideration for Staff Compensation Actions Under Current Freeze

As mentioned in last week's HR Liaison Q&A on the Hiring & Compensation Action Freeze, there will be a limited exception process for compensation actions impacted by the Staff Compensation Action Freeze. Units may seek consideration for an exception using the [Staff Compensation Action Request Form](#). Submission of this form does not guarantee that the request will be approved. The justification statement on each form will be carefully evaluated by the Chief Operating Officer (COO) to determine if Presidential approval is warranted.

The request form requires specific information on funding types and sources, as well as a strong justification outlining how the request fits under one or more of the listed criteria and why the request should be approved with an effective date before 9/1/21. New and revised FAQs can be found on the [Updates to Staff Compensation portion](#) of the Class & Comp website.

Requests, and any questions about the exception process, should be submitted to hrcomp@tamu.edu for TAMU or hschr@tamu.edu for Texas A&M Health departments.

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Preparing for Fall Hires

Xref – Request an account today!

Xref is the preferred method to request references for potential hires. It is a faster, smarter, and safer method to check references, significantly reducing the time-to-hire and increasing the quality of hiring decisions while preventing fraud. If you haven't already done so, please request your Xref account today by completing the [HR Liaison Designation Statement of Responsibility Form](#), and returning it to the [HR Liaison Administration](#). Your account will be ready within 24 hours. To learn more about Xref and what to expect, please visit [our website](#) for more information.

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

Effective August 1, 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.

Departments who choose this option are still responsible for ensuring the Form I-9 is completed correctly and within the required timelines. When using this option, the requesters should monitor their To Do list in Guardian to ensure compliance.

There are no restrictions to [Request a Form I-9 Remote Section 1](#). However, please help ensure compliance by monitoring your requests.

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Keys to a Successful New Employee Onboarding

To ensure a smooth and efficient onboarding process, please share the following with your new employees:

Reminders:

- Onboarding **must be completed using only the tasks** available in the new employee's **Workday inbox**.
- These inbox tasks will include an opportunity to update personal and contact information. Please **do not initiate** these changes **outside of the onboarding process** to avoid errors.
- A "To Do" task provides instructions to **go do** something (in or outside of Workday); once complete, **submit** the To Do task to move forward.
- For assistance, go to the Worker Profile and select Contact in the left-hand menu. Then click the Support Roles tab, scroll down to HR Contact to find who supports the Human Resources needs of your department.

New Employee Onboarding Resources:

- [Onboarding – The Employee Perspective](#): provides a new employee guidance on how to complete the onboarding process in Workday
- [Onboarding Dashboard](#): discusses the Onboarding Dashboard available in Workday
- [Onboarding Processes by Security Role](#): details the steps within the Workday onboarding process by security role for Employee, HR Liaison, HROE and Payroll Services
- [Complete Your W-4 \(Onboarding\)](#): steps for an employee to complete their Federal Tax Election Form W-4 in Workday during the onboarding process

- [Payment Election Enrollment Event \(Onboarding\)](#): process for an employee to manage payment elections (direct deposit) during the onboarding process in Workday

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Emeritus Status

As approved by Dr. James Hallmark, Vice Chancellor, Academic Affairs, Workday has been configured to be the official record of source for Faculty Tenure and Emeritus Awards. The following resources are available in [Workday Help](#) to assist with these tasks:

- User Guides
 - [Add Emeritus Status](#) (updated) – outlines the activities for a Talent Partner or Talent Analyst to add Emeritus Status for an individual using the Add Award and Activity process
 - [Change Title for Emeritus Status](#) (new) – outlines the process for an HR Partner, HR Contact, Faculty Partner or Manager to update an individual's Business Title for Emeritus Status
- Webinar
 - [Faculty Tenure & Emeritus Status in Workday](#) (05/19/2021)

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Hiring and Onboarding Graduate Assistants

Do you assist with the hiring and onboarding of Graduate Assistants for your department? Did you miss last week's relevant webinar or need another quick refresher? If so, please visit [Workday Help](#) select Education / Webinars to download the PowerPoint and the video recording from July 14, 2021.

The [Hiring & Onboarding Graduate Assistants](#) webinar describes the Hire and Onboarding business processes for Graduate Assistants. Topics include understanding how to appropriately complete the Hire process, the Onboarding actions by Employer and Employee, and taking an active approach to monitoring new hire activities.

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★Please share this article with employees in your department.

Open Enrollment Campus Meeting July 20

Open Enrollment is the time for employees to review their benefits and consider any changes to make for the FY2022 plan year. The next campus Open Enrollment (OE) meeting will be held virtually by Webex on [Tuesday, July 20](#) at 1:00 p.m. View the meeting [schedule](#) here. OE ends July 31 so please review the [A&M System Open Enrollment site](#) (scroll to bottom of the page) for Enrollment Booklets, Premiums Summary, Plan Descriptions, and more. Please log into [Workday](#) to review your current benefit elections and make any changes if needed.

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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. 4, 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

Payroll Services Website – NEW SSO Prompt for Secure Documents

We have recently updated information and resources on our website and moved items behind Single Sign On (SSO) login access. Readily available Workday information, such as screenshots and step by step instructions, may be accessed by individuals phishing for information, which could pose a security risk for all employees. These helpful tools and guides are still available for HR Contacts and employees use. Upon visiting our website and clicking one of the secure items, you will be prompted to log into SSO. Once you access your first item, other items you access behind SSO should open automatically. After your SSO log-in has timed out, you would be prompted to log-in again as you continue to access secure documents and information. If you have any questions, please contact payroll@tamu.edu.

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FY22 Pay Schedules and Calendars

Payroll Services is in the process of preparing the Fiscal Year 2022 (FY22) Biweekly and Monthly Pay Schedules and the Payroll Processing Calendars. We will announce their availability on our website soon.

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Employee Direct Deposit for Expense Reimbursements *(notice from Financial Management Operations)*

We still see a substantial number of employee reimbursements out of Concur and AggieBuy that generate checks. Please remind the employees in your department to elect for Direct Deposit for both Payroll and Expense in the Preferred Payment Method Section in Workday. It reduces cost to the university and improves the cycle time in which the employee receives their reimbursement.

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EMPLOYEE WELLNESS

★Please share this article with employees in your department.

Flourish Events



This is the week to learn something new, practice some stress relief, and prioritize your wellbeing.

Special offerings this week:

- [Diving Deeper into Yoga](#) | 7/19 | 4:00pm – 5:30pm
- [Back to School Savings Guide](#) | 7/22 | 10:00am – 11:00am
- [Home Food Preservation: Part 2](#) | 7/23 | 11:00am – 12:00pm

Personal interest groups this week:

- [Infertility Connection](#) | 7/21 | 12:00pm – 1:00pm

Take advantage of our fitness classes:

- [Stretch & De-Stress](#) | 7/20 & 7/22 | 6:45am – 7:15am
- [Cycle](#) | 7/20, 7/22 & 7/24 | 10:00am – 10:45am
- [Pilates](#) | 7/21 | 11:45am – 12:30pm
- [MEGAStrength](#) | 7/21 | 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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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](#)