



# HR LIAISON NETWORK NEWS

July 26, 2021 | Share the following information within your departments as appropriate.

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## PAYROLL REMINDERS

### 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

### July 27:

- #21-24 Pay Calculation Results Report refreshed at 10:00am
- #21-24 Timesheets Locked; only Timekeepers can update
- Run Timekeeper Reports

### July 28:

- #21-24 BW Final Pay Calculation Results Report available at 2:00pm

### July 30:

- #21-24 Biweekly Pay Day

### August 2:

- Monthly Pay Day

### August 5:

- #21-25 **Retro** Timesheets and Workday Retro BP Approvals due at 5:00pm

[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](mailto:benefits@tamu.edu).

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★ Please share this article with employees in your department.

### University Holidays Approved for 2021-2022

The Texas A&M System Board of Regents has approved the following schedule for University holidays for Texas

A&M University and Texas A&M Health for fiscal year 2022:

<b>Thanksgiving</b>	November 25–26, 2021
<b>Winter Break</b>	December 24–31, 2021
<b>Martin Luther King Jr. Day</b>	January 17, 2022
<b>Spring Break</b>	March 18, 2022
<b>Memorial Day</b>	May 30, 2022
<b>Independence Day</b>	July 4, 2022

Some factors that are considered when holidays are set are: the academic schedule (when classes start and end each semester and the minimum number of class days), what day of the week some traditional, moving holidays fall (such as July 4th - not a campus holiday when it falls on a weekend), and national holidays (Martin Luther King Jr. Day).

[Visit our holiday page](#) for information about factors considered when holidays are set visit.

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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](mailto:OrgDev@tamu.edu).

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## PAYROLL SERVICES

*Sent on behalf of Financial Management Operations (FMO)*

### Reminder on Cost Allocation Dates

Cost allocation start and end dates should be the beginning or ending of a pay period to avoid posting of partial payroll to Workday default account. For monthly new hires beginning in August, cost allocation start date should be 8/1/21. End date may be left blank. For biweekly employees, the start date should be the Sunday of the pay period they begin working. [See biweekly pay period dates.](#)

Cost allocation start and end dates are used only to distribute payroll to accounts and do not affect computation of pay.

Please do not overwrite an existing cost allocation. Add a new line for a new allocation with a start date of the day after the end date of the previous allocation.

See attached for further information regarding cost allocation.

Contact Martha Weeks at [mweeks@tamu.edu](mailto:mweeks@tamu.edu) with any questions regarding Part 02 or Part 10 allocations.

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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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### 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](mailto:payroll@tamu.edu).

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## EMPLOYEE WELLNESS

★ Please share this article with employees in your department.

### Flourish Events



Take some time this week to take care of yourself and form new connections.

#### Special offerings this week:

- [Diving Deeper into Yoga](#) | 7/26 | 4:00pm – 5:30pm
- [Coffee Chat & Connections](#) | 7/28 | 2:00pm – 3:00pm
- [Single Parent Zone – Info Lunch](#) | 7/29 | 12:00pm – 1:00pm
- [New Parent Support Group – Info Lunch](#) | 7/30 | 12:00pm – 1:00pm

#### Take advantage of our fitness classes:

- [Stretch & De-Stress](#) | 7/27 & 7/29 | 6:45am – 7:15am
- [Cycle](#) | 7/27, 7/29 & 7/31 | 10:00am – 10:45am
- [Pilates](#) | 7/28 | 11:45am – 12:30pm
- [MEGAStrength](#) | 7/28 | 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](mailto: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](http://employees.tamu.edu/liaisons)

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