



# HR LIAISON NETWORK NEWS

July 5, 2021 | Share the following information within your departments as appropriate.

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## PAYROLL REMINDERS

### June 8:

- #21-23 **Retro** Timesheets and Workday Retro BP Approvals due at 5:00pm

### 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

[Payroll Processing Calendar Key](#)  
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## HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

### HR Liaison Network Summer Meeting Presentations Available Online

Thank you to everyone that attended last week’s HR Liaison Network Summer Meeting. The presentations are now up [online](#). Save the date for the HR Liaison Network Fall Meeting on October 26, 2021.

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★ Please share this article with employees in your department.

### Getting Ready to Launch New Employee Development Programs

Over the last couple of years, HROE has been working with representatives from across the University community to ~~improve~~ **transform employee and leadership development for Texas A&M employees**. During this transition, we continued to support the campus’ competency development by delivering more popular courses. We will soon be launching some of our new programs; and, as such, will be sunsetting or discontinuing many of the legacy courses.

New Employee Welcome (NEW) will remain with plans to revamp it next year, Performance Management courses will remain, especially during the annual review period, and University specific Workday courses are being integrated into the forthcoming Functional Development for HR Liaisons program. The schedule for the remaining sessions through December 2021 is located [here](#). Due to the pandemic, they are delivered virtually. This may be revisited after December.

We and fellow employees who have been working with us are excited about the transformation. Keep an eye out for more information later this fall. In the meantime, check out [OrgDev.tamu.edu](#) to learn more. If you have questions, please contact HROE Organization Development via [OrgDev@tamu.edu](#).

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## Upcoming “Workday Wednesday” Sessions

For additional details, visit [Workday Help](#) (Calendar > Education).

- [Workday Wednesday: Managing Merit \(Repeat Session\) | July 7, 10:30 - 11:30am](#)  
**Description:** Discusses various activities required for those who manage the annual merit process in Workday. These activities include entering merit awards, maintaining the merit pools, managing employee participation, and using merit reports.  
**Target Audience:** Merit Partners, Managers, HR Partners
- [Workday Wednesday: Hiring & Onboarding Graduate Assistants | July 14, 10:30 - 11:30am](#)  
**Description:** Describes the Hire and Onboarding business processes for Graduate Assistants. Topics will include understanding how to appropriately complete the Hire process, the Onboarding actions by Employer and Employee, and taking an active approach in monitoring new hire activities.  
**Target Audience:** HR Partners, HR Contacts, Benefit Partners or any HR support staff
- [Workday Wednesday: Job Application Process | July 21, 10:30 - 11:30am](#)  
**Description:** Review of the job application process from start to finish. Highlighting this year’s changes and updates to the process.  
**Target Audience:** Recruiting Partners and Recruiting Coordinators
- [Workday Wednesday: Evergreen Process | July 28, 10:30 - 11:30am](#)  
**Description:** Explore the evergreen requisition process. This presentation will include linking requisitions to the evergreen, and managing and hiring candidates in the evergreen pool  
**Target Audience:** Recruiting Partners and Recruiting Coordinators

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## 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.

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 colleges / divisions and 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](mailto:orgdev@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. 4<sup>th</sup> 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

**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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## EMPLOYEE WELLNESS

★Please share this article with employees in your department.

### Flourish Events

Welcome to the second half of the summer! We are excited to get new programming underway.



#### Special offerings this week:

- [The Art of Patience](#) | 7/7 | 9:00am – 10:00am
- [Coffee Chat & Connections](#) | 7/7 | 2:00pm – 3:00pm
- [Home Food Preservation: Part 1](#) | 7/9 | 11:00am – 12:00pm

#### Personal interest groups this week:

- [Kindred Spirits Fighting Cancer](#) | 7/9 | 11:00am – 12:00pm

#### Take advantage of our fitness classes:

- [Stretch & De-Stress](#) | 7/6 & 7/8 | 6:45am – 7:15am
- [Cycle](#) | 7/6, 7/8 & 7/10 | 10:00am – 10:45am
- [Pilates](#) | 7/7 | 11:45am – 12:30pm
- [MEGAStrength](#) | 7/7 | 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](#)