



HR LIAISON NETWORK NEWS

June 21, 2021 | Share the following information within your departments as appropriate.

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PAYROLL REMINDERS

- June 21:**
- Monthly Pay Calculation Results Report refreshed at 10:00am
 - Monthly PPRs & Lump Sum Payouts due at 11:00am
- June 22:**
- Monthly Pay Calculation Results Report refreshed at 10:00am
 - Current Monthly BP Approvals due at 5:00pm
- June 23:**
- Monthly Pay Calculation Results Report refreshed at 10:00am
- June 24:**
- Monthly Final Pay Calculation Results Report available at 2:00pm
 - #21-22 **Retro** Timesheets and Workday Retro BP Approvals due at 5:00pm
- June 28:**
- #21-22 Current Timesheets, Workday BP Approvals, Lump Sum Payouts, PPRs & Time Off Requests due at 11:00am
 - #21-12 Pay Calculation Results Report available at 12:00pm

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

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

Registration Open – Virtual HR Liaison Network Summer Meeting June 29
 Registration for the HR Liaison Network Summer Meeting (virtual) is now open. Please register for only one session. We look forward to seeing you at the virtual meeting! One session will be recorded to accommodate our Qatar campus HR Liaisons.

- **Date:** June 29, 2021
- **Location:** Zoom Meeting (details provided when you register)
 - Morning Session: 9:00am-11:30am [Register](#)
 - Afternoon Session: 1:00pm-3:30pm [Register](#)

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Leave Time - Juneteenth National Holiday



As [previously announced](#) by the University, The Texas A&M University System authorized the release of Texas A&M University personnel on Friday, June 18 in order to observe the new national holiday.

Please Note:

- Employees required to work during this release time will be given state compensatory time off to be taken within the next 12 months; and/or may have their current work schedule adjusted appropriately by their department to reflect the normal amount of hours the employee was scheduled to work.
- Leave time previously authorized will be reinstated. Leave-eligible employees will be paid according to guidelines for special release time found on the [HR website](#).

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Updates to the Staff Hiring Authorization Process

The staff hiring authorization process was updated on June 17. **Effective immediately, all staff positions submitted for hiring authorization must meet one of the following four criteria to be considered for approval:**

1. The requested position is necessary for health, safety, or security reasons, or
2. The requested position has a direct impact to revenue or loss of grant funding, or
3. Not filling the requested position would create a significant inability to meet student needs without other viable options, or
4. A special exemption has been authorized by the President or Chief Operating Officer.

All previously submitted hiring authorization requests (approved or unapproved) **must be re-submitted for approval** using the updated [Hiring Authorization Request form](#) **unless:**

1. Department has extended a written offer of employment to their candidate on or before 6/16/2021, or
2. Department is in the process of onboarding new employee.

Additional information (justification) to support the hiring authorization request must be included on the form.

This hiring authorization process is for staff positions only. Faculty, Graduate Assistants, Temp/Casual, and Student Worker positions are exempt from this process. [For detailed instructions, please refer to our website.](#) For questions, send an email to jobs@tamu.edu (Texas A&M employees) or hschr@tamu.edu (A&M Health employees).

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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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★Please share this article with employees in your department.

Workday Assistant is Now Available!

Workday Assistant is a digital chatbot designed to have a conversation with you about information you are trying to find or a task you are trying to complete in Workday. Some of the tasks Workday Assistant can help you with include viewing your pay slip, time off balances, change your contact information and much more. For further information on this new feature in Workday, please visit [Workday Assistant](#) and the [video](#) available in *Workday Help* on your SSO menu.

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Performance Management - Reminder: The Review Period 4/1/2020 – 03/31/2021 Has Ended

The delivery period for a manager to discuss and document performance feedback with their direct reports has ended. **Talent Analysts should run the report *Performance Review Process (ALL) in Workday* and determine what stage the review is in so they can reach out to those managers and move the business process to completion.** Employees without a completed Performance Review risk not being eligible for merit. If an extension was requested, Talent Analysts need to ensure that the reviews are submitted before reaching the extended deadline. Unfinished Performance Review business processes will be canceled. If you have any questions or need assistance, contact hreevaluations@tamu.edu.

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Performance Management: Adding Goals for This Year

Summer is a great time to review your goals and history. Check out the resources below to archive and enter goals, request feedback, clarify expectations, and to be ready for the Performance Review Period that started on April 1, 2021 and will end on March 31, 2022.

- [Performance Goals](#)
- [Guide to SMART Goals](#)
- [Performance Management Model \(PCER\)](#)
- [Available Training](#)

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Updates for I-9 Processors

August 1 Restrictions - Ability to use Authorized Representatives to Complete Section 2

To facilitate the completion of the Form I-9 during the period in which the University was operating under special Covid-19 restrictions, the use of Authorized Representatives was temporarily approved. Effective August 1, all departments must ensure that a trained Guardian user is available to meet with employees in person to complete Section 2 of the Form I-9. Remote processes will only be considered in case of specific business needs, such as employees not living in the College Station/Bryan area.

Form I-9 Processors Responsibilities

By June 30, all Form I-9 processors with access to Guardian will have increased access. The added privileges facilitate fulfilling the assigned responsibilities. To this effect, users who had not yet taken the updated Form I-9 Training received TrainTraq assignments. The trainings must be completed by June 30, otherwise Guardian accounts will be retired.

As a reminder, Form I-9 processors are responsible for:

- Completing New Form I-9s for all new hires. New hires include: transfers and additional jobs for employees from **other** system members.
- Submitting the initial E-Verify case and resolving Tentative Non-Confirmations.
- Completing Section 3 as needed for rehires, reverifications, and legal name changes.
- Submitting Workday tasks as needed.

Form I-9 Mid-Year Review

Our midyear compliance review is underway. Departments will be contacted to review compliance issues and identify ways in which we can collaborate to improve compliance and reduce the risk of expensive fines.

Questions

- For Form I-9 and Guardian processes, refer to the [Guardian Processes and Tutorials](#).
- For Form I-9, email UIN-I9@tamu.edu or call [\(979\) 458-6703](tel:(979)458-6703).
- [Form I-9 - Employment Eligibility Verification webpage](#)

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★Please share this article with employees in your department.

Open Enrollment is Coming July 1

Open Enrollment (OE) is July 1 - July 31! Review the [A&M System Open Enrollment site](#) (scroll to bottom of the page) for Enrollment Booklets, Premiums Summary, Plan Descriptions, and more. Check your current benefit elections by clicking on the Benefits Worklet from your [Workday home page](#). All campus OE meetings will be held virtually by Webex. Review the schedule on the [Open Enrollment site](#) for meeting dates, and add it to your calendar. Also check out the [Open Enrollment Webinar Series](#).

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COVID-19 Return to Campus 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. Employees who completed the Safe Practices course will not be required to retake this course in order to return to campus.
 - **IMPORTANT NOTE:** This course has been updated to reflect recent changes to the guidance on face coverings. Applicable assignment rules are still in effect and no action is required.

Retake Requirement: Due Before Returning to Campus

- [2114130: Protocol and Certification for System Member Employees; updated.](#)
 - This course is required for all employees and is automatically assigned/reassigned accordingly.
 - This course was updated; and, employees are required to retake the course before returning to work on campus Spring 2021 (regular worksite). This requirement also applies to employees who have continued to work onsite.
 - The attached spreadsheet will only show completions on or after Nov. 4.

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 Reminder Emails

Payroll Services has been emailing reminders to Department Payroll Contacts on days with payroll deadlines or action items. These emails are in addition to processing calendars and pay schedules available on the Payroll Services [website](#) and notices sent out in weekly HR Liaison Network News. If you are not receiving reminder emails or if someone else in your department or college should, please provide contact information to payroll@tamu.edu and we will add them to our mailout list.

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Ensure New Hires Complete Onboarding Tasks

Please be sure and verify that all new hires are completing their Workday Onboarding inbox tasks. Payroll Services is seeing an increase in employees without mailing addresses or Direct Deposit. If employee elects to not enroll in Direct Deposit, it is critical that they enter a valid mailing address in Workday. This will ensure that they receive their pay checks timely as Payroll Services is mailing all paper pay checks. A valid and complete address includes the Apartment # or Unit #.

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EMPLOYEE WELLNESS

★Please share this article with employees in your department.

Flourish Events



So often we feel like the only one in the room. But you're not alone. You're one of us. Begin building your tribe with some of our events.

Special offerings this week:

- [Releasing Stress in the Body](#) | 6/22 | 11:30am – 12:15pm
- [Coffee Chat & Connections](#) | 6/23 | 2:00pm – 3:00pm
- [Caring for the Caregiver](#) | 6/24 | 11:30am – 1:30pm
- [School's Out: Getting Everyone Through the Summer](#) | 6/28 | 10:00am – 11:00am

Take advantage of our fitness classes:

- [Stretch & De-Stress](#) | 6/22 & 6/24 | 6:45am – 7:15am
- [Cycle](#) | 6/22, 6/24 & 6/26 | 10:00am – 10:45am
- [Pilates](#) | 6/23 | 11:45am – 12:30pm
- [MEGAStrength](#) | 6/23 | 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 | 979.862.3854 | 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/liasons

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