



# HR LIAISON NETWORK NEWS

June 1, 2021 | Share the following information within your departments as appropriate.

## HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

### [New Employee Benefits Orientation Session – June 3](#)

- ★ [Virtual Mental Health and Wellness Convening](#)
- ★ [Alternate Work Location – Supplemental Guidance](#)
- [Performance Management](#)
- [Hires in Workday](#)
- [Past Due System Required Web-based Training \(WBT\) Report](#)
- [COVID-19 Return to Campus Courses](#)

## PAYROLL SERVICES

- [Paid Holiday / Early Release Not on Timesheet](#)
- [Holiday Pay](#)

## EMPLOYEE WELLNESS

- ★ [Flourish Events](#)

## ANNOUNCEMENTS

- [Alternate Work Location for Student Employees](#)
- ★ [Summer 2021 International GA Insurance Waiver Process Guidelines](#)

[TEXAS A&M COVID-19  
CAMPUS GUIDANCE](#)

[HROE COVID-19 UPDATES  
FOR EMPLOYEES](#)

## PAYROLL REMINDERS

### June 1:

- Monthly Pay Day
- #21-20 Pay Calculation Results Report refreshed at 10:00am
- #21-20 Timesheets Locked; only Timekeepers can update
- Run Timekeeper Reports

### June 2:

- #21-20 BW Final Pay Calculation Results Report available at 2:00pm

### June 4:

- Biweekly Pay Day

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

## HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

### New Employee Benefits Orientation Session – June 3

Please encourage new employees to register for this orientation as soon as possible after their hire date. The next session of Benefits Orientation will be held Thursday, June 3 at 8:30 am via Zoom. This session is **most advantageous to new employees within their first week of employment and no later than their first 30 days**. Benefits enrollment and effective date options for coverage will be more limited if the employee is not fully aware of their enrollment options **within seven days of their hire date**. Employees can [register online for this session](#) and additional sessions. If you would like to hold a seat for an incoming employee who is not yet on TrainTraq, please email [orgdev@tamu.edu](mailto:orgdev@tamu.edu).

[Top](#)

★ Please share this article with employees in your department.

### Virtual Mental Health and Wellness Convening

WHO: All Texas A&M University System faculty, staff, students and leadership

WHEN: 10 a.m. - 4:30 p.m. Thursday, June 10

WHERE: Virtual via WebEx

Learn from national experts about topics such as the state of campus mental health and wellness, and institutional trends for crises prevention and intervention strategies. Plus, engage in open discussion around the mechanisms and steps needed to nurture a healthy and resilient campus community. The theme, "Emerging STRONGer: Celebrating Resilience, Renewal, and Return," identifies the challenging experiences of the past two years and the

effects on the mental health of students, faculty, staff and leadership, intertwined with a spirit of hope, encouragement and a will to thrive. [Register here](#) at no cost and create your personal agenda.

[Top](#)

★Please share this article with employees in your department.

### **Alternate Work Location – Supplemental Guidance**

HROE has created a [supplemental guidance document](#) for employees and supervisors to navigate the process of requesting and/or approving Alternate Work Location (AWL) requests for staff employees (in accordance with Standard Administrative Procedure 33.06.01.M0.01). This document highlights the potential benefits of AWL agreements, considerations for employees as well as supervisors, and general information about the AWL process. It is intended to supplement (not replace) the AWL Request for Nonfaculty Employees form found at [employees.tamu.edu/employee-relations/alternate-work-location.html](http://employees.tamu.edu/employee-relations/alternate-work-location.html).

Questions:

TAMU Employees should contact Employee Relations at [employee-relations@tamu.edu](mailto:employee-relations@tamu.edu).

Texas A&M Health Employees should contact the HSC HR Team at [HSCHR@tamu.edu](mailto:HSCHR@tamu.edu).

[Top](#)

### **Performance Management**

Performance reviews should now be completed in Workday. A completed performance review is one that has been completed, discussed and acknowledged in Workday by both the employee and their manager. Completed performance reviews that indicated the position needs updating will show a task remaining, however, the *Edit Position Restrictions To Do* in Workday does not have to be done by May 31. Talent Analysts should run the report Performance Review Process (All) report to see the status of all Performance Reviews within the organizations they support. Email [HREvaluations@tamu.edu](mailto:HREvaluations@tamu.edu) if you have questions or need assistance.

[Top](#)

### **Hires in Workday**

The UIN is a critical piece of information for the Workday hire process. To facilitate this process in Workday, we have requested the UIN be entered into the comment field when entering the new hire information. If the UIN is not entered in the comment field of the hire process, **the hire will not be confirmed**. If you forgot to add the UIN, please send an email to [UIN-I9@tamu.edu](mailto:UIN-I9@tamu.edu) with the name and UIN of the hire.

[Top](#)

### **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.

- The first tab is a summary of past due employees by Executive Level 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).

[Top](#)

### **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](mailto:OrgDev@tamu.edu).

[Top](#)

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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.

[Top](#)

### **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).

[Top](#)

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## **EMPLOYEE WELLNESS**

★Please share this article with employees in your department.

### **Flourish Events**

It's a new day, work week, and month. Welcome to the start of our summer programming. We have a lot in store and can't wait to have you join us in-person and virtually.

#### **Special offerings this week:**

- [Bark 'n' Chat](#) | 6/1 | 5:30pm – 7:00pm
- [Coffee Chat & Connections](#) | 6/2 | 2:00pm – 3:00pm
- [Mental Health Awareness for Leaders](#) | 6/3 | 9:00am – 10:00am

#### **Take advantage of our fitness classes:**

- [Stretch & De-Stress](#) | 6/1 & 6/3 | 6:45am – 7:15am
- [Cycle](#) | 6/1, 6/3 & 6/5 | 10:00am – 10:45am
- [Pilates](#) | 6/2 | 11:45am – 12:30pm
- [MEGAStrength](#) | 6/2 | 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!

[Top](#)

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## ANNOUNCEMENTS

### Alternate Work Location for Student Employees

*Sent on behalf of the Student Employment Office*

Alternate Work Location (remote work) arrangements made with supervisor and department head approval due to COVID-19 protocols will end May 31, 2021. Because student employees are not covered under the [SAP that addresses Alternate Work Locations for Non-Faculty Employees](#), they are not eligible to submit an AWL request through the formal request process, which makes them ineligible to work remotely beginning June 1, 2021.

In order to support college and department needs during the transition back to campus, Interim President Junkins extended the temporary delegation of authority for approval of AWL requests for student employees. This delegation of authority allows department heads or equivalent unit heads to approve AWLs for student employees through August 15, 2021.

If you have further questions, please contact the Student Employment Office at 979.845.0686 or [JobforAggies@tamu.edu](mailto:JobforAggies@tamu.edu).

[Top](#)

★Please share this article with Graduate Assistants in your department.

### Summer 2021 International GA Insurance Waiver Process Guidelines

The Graduate and Professional School, in consultation with TAMUS Benefits, HROE, TEES, AgriLife, and International Student Services created guidelines that outline the steps necessary to prevent International Graduate Assistants (GA) from being charged the international System Student Health Insurance Plan (SSHIP) fees while enrolled in the Graduate Student Employee Health Plan during the summer 2021 term. These guidelines include the conditions that must be met for a GA to qualify, HR Liaison and GA responsibilities, and points of contact for further questions. **Timely adherence to the steps outlined in the guidelines will result in the GA being included in the waiver report and the SSHIP fees being removed from the GA's student billing account.** HR Liaisons can find the [Summer 2021 International Graduate Assistant Waiver Process Guidelines](#) and the recently added FAQs on the [Graduate and Professional School Faculty and Staff webpage](#). For graduate student access, we've also left a link to the guidelines on the [Graduate Student Employment and Benefits Webpage](#) under the International Graduate Student Section.

[Top](#)



Division of Human Resources  
& Organizational Effectiveness

**QUESTIONS?** [HRnetwork@tamu.edu](mailto: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/liaisons](http://employees.tamu.edu/liaisons)

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News Archive](#)