



HR LIAISON NETWORK NEWS

June 14, 2021 | Share the following information within your departments as appropriate.

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

- ★ [Open Enrollment Webinar Series](#)
- ★ [Wellness Incentive Deadline is June 30](#)
- [Performance Management - Reminder: The Review Period 4/1/2020 – 03/31/2021 Has Ended](#)
- [Performance Management: Adding Goals for This Year](#)
- [Updates for I-9 Processors](#)
- [COVID-19 Return to Campus Courses](#)

PAYROLL SERVICES

- [PCT Deadline \(Payroll Cost Transfer\) – TAMU accounts only](#)
- [Costing Allocation Report](#)

EMPLOYEE WELLNESS

- ★ [Flourish Events](#)

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

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

PAYROLL REMINDERS

June 14:

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

June 15:

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

June 16:

- #21-21 BW Final Pay Calculation Results Report available at 2:00pm
- Monthly Retro Business Process Approvals due at 5:00pm

June 17:

- Monthly Pay Calculation Results Report available at 12:00pm

June 18:

- #21-21 Biweekly Pay Day
- Monthly Pay Calculation Results Report refreshed at 10:00am

June 21:

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

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

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

★ Please share this article with employees in your department.

Open Enrollment Webinar Series

Stay tuned this summer for a full webinar series on all of your optional benefit programs! Beginning June and running through September, there is a webinar for you to join almost every week. All programs are subject to eligibility requirements such as plan participation and status. [Remember to register!](#)

- MyEvide – June 15
- Omada Health – June 24
- Airrosti – July 13
- ComPsych Guidance Resources – July 27
- Ovia Health – August 3
- WonDr Health – August 10

- Hinge Health – August 17
- Livongo – August 24
- Well onTarget – September 7

Open Enrollment is the time for employees to review their benefits and consider any changes for the next plan year, effective September 1 each year.

- Open Enrollment is available in Workday during the month of July.
- All Open Enrollment meetings will be virtual.
- [Plan updates for September 2021 are now posted.](#)



Watch for more updates coming soon to the [2021 Open Enrollment page](#).

[Top](#)

★Please share this article with employees in your department.

Wellness Incentive Deadline is June 30

Remember, to receive the lowest rate on your health insurance premium for the next fiscal year, A&M Care Plan members must complete two wellness activities on their MyEve Personalized Two-Step Checklist* by June 30.

- Complete [any two \(2\) wellness activities](#) on your Personalized MyEve checklist. There are several wellness activities to choose from now. Pick the ones that make the most sense for you, your family, and your wellness goals.
- Applies to employees *and* covered spouses enrolled in the A&M Care Plan.
- A premium reduction of \$30 per month will be applied for each individual (you and your spouse) who completes any two wellness activities by the deadline.
 - If you choose not to participate in the wellness premium incentive, you will not receive the \$30 per month premium reduction.
- Does not apply to retirees; they will automatically receive the lower premium.

How to check your wellness incentive status:

1. Go to [Single Sign-On](#) and chose **MyEve**.
2. Click on the **TAMUS Two-Step** card to check your wellness program status
 - Contact [MyEve member services](#) if you believe you have completed activities (such as the wellness exam), but the information is not reflected in your MyEve account.
 - **Note: Your status will update to 'Done' upon Evive's receipt of your claim from BCBSTX for your exam. Please allow up to 90 days from your date of service for your status to update. The exam is not required, it is but one of the activities you can choose from your MyEve checklist.**

For more information visit the [Wellness Premium Incentive program webpage](#).

* The COVID vaccine is not an approved MyEve task. Each year the checklist is expanding to include new options. Watch for any updates to the MyEve checklist items during Open Enrollment in July.

[Top](#)

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 ensure that all employees have successfully completed the process. Employees without a 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.

[Top](#)

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](#)

[Top](#)

Updates for I-9 Processors

Ability to use Authorized Representatives to Complete Section 2 Will be Restricted

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 residing 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.

[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.

[Top](#)

PAYROLL SERVICES

PCT Deadline (Payroll Cost Transfer) – TAMU accounts only

Sent on behalf of Financial Management Operations (FMO)

Deadline for PCTs on TAMU state-funded accounts (1XXXXX) with FY20 pay period (9/1/19-8/31/20) is June 25, 2021.

All PCTs with the above criteria must have all approvals and be marked completed by June 25, 2021. This is to allow time for final adjustments to prior year state benefit accounts before reports are due at the end of the fiscal year.

All other PCTs for FY20 pay periods with locally funded accounts and all PCTs for FY21 pay periods will close in August. The deadline will be set later.

[Top](#)

Costing Allocation Report

Workday Services urges HR Contacts and/or Managers to run the **Missing Costing Allocation** Report prior to each biweekly and monthly payroll business process approval deadline. The report is used to determine which employees are missing costing allocation at the worker position level, so the expense is not charged to the FAMIS default account. Missing Position Restriction levels can also be monitored. The report is accessible via the Workday search bar and the results can be exported to Excel. You will need to run separate reports for each Supervisory Organization you monitor. Please be aware of payroll deadlines as you initiate business processes to correct the costing.

[Top](#)

EMPLOYEE WELLNESS

★Please share this article with employees in your department.

Flourish Events



Special offerings this week:

- [Intimate Coaching Circle with Sarah Moore](#) | 6/15 | 11:00am – 1:00pm
- [The Post COVID Impact](#) | 6/16 | 9:00am – 10:00am
- [Cool Off at the Pool](#) | 6/17 | 6:00pm – 8:00pm
- [4th of July Holiday Prep Guide](#) | 6/18 | 11:00am – 12:30pm

Personal Interest groups this week:

- [Infertility Connection](#) | 6/16 | 12:00pm – 1:00pm
- [Bariatric Buddies](#) | 6/17 | 12:00pm – 1:00pm

Take advantage of our fitness classes:

- [Stretch & De-Stress](#) | 6/15 & 6/17 | 6:45am – 7:15am
- [Cycle](#) | 6/15, 6/17 & 6/19 | 10:00am – 10:45am
- [Pilates](#) | 6/16 | 11:45am – 12:30pm
- [MEGAStrength](#) | 6/16 | 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](#)



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/liaisons

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

