



HR LIAISON NETWORK NEWS

June 28, 2021 | Share the following information within your departments as appropriate.

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

[Last Day to Register – Virtual HR Liaison Network Summer Meeting](#)

[ALEX Is Now Live!](#)

[COVID-19 Courses](#)

PAYROLL SERVICES

[Time Tracking Update](#)

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

[Holiday Pay](#)

[FY21 Closing Procedures – PCT Deadlines](#)

EMPLOYEE WELLNESS

★ [Flourish Events](#)

PAYROLL REMINDERS

June 28:

- #21-22 Current Timesheets, Workday BP Approvals, Lump Sum Payouts, PPRs & Time Off Requests due at 11:00am
- #21-22 Pay Calculation Results Report available at 12:00pm

June 29:

- #21-22 Pay Calculation Results Report refreshed at 10:00am
- #21-22 Timesheets Locked; only Timekeepers can update
- Run Timekeeper Reports

June 30:

- #21-22 BW Final Pay Calculation Results Report available at 2:00pm

July 1:

- Monthly Pay Day

July 2:

- #21-22 Biweekly Pay Day

[Payroll Processing Calendar Key](#)

[Processing Schedules](#)

[Workday Tools](#)

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

Last Day to Register – Virtual HR Liaison Network Summer Meeting on June 29

Today is the last day to register for the HR Liaison Network Summer Meeting. 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**
- [Morning Agenda](#)
- [Afternoon Agenda](#)
- **Location: Zoom Meeting (details provided when you register)**
 - Morning Session: 9:00am-11:30am [Register](#)
 - Afternoon Session: 1:00pm-3:30pm [Register](#)

[Top](#)

ALEX Is Now Live!

ALEX, a new online benefits tool for new hires, is now live and ready for use. ALEX provides an animated review of our medical, dental, vision, life insurance and long-term disability benefits and a high-level review of the retirement plan options.

System Benefits Administration has been working on the setup and configuration of ALEX for the past year. It provides information, in conjunction with your benefits orientation, to help employees enroll and understand the benefits package we offer, but there are system limits. For example, there are limitations on the number of life insurance options ALEX can discuss, so only one high level explanation for simplification.

Please share this [Benefits Counselor link](#) with your new hires. Also, please take some time to go through the tool and the [ALEX Homepage](#) so that you are familiar with the information and how it works. The open enrollment version and 2021-2022 configuration for ALEX will be available soon.

[Top](#)

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.

[Top](#)

PAYROLL SERVICES

Time Tracking Update

The Enter Time business process approval has been updated so if a Manager submits time on behalf of an Employee with multiple positions, only the time related to the managed position is auto approved. All other time is submitted to the appropriate Manager for approval.

[Top](#)

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](#)

FY21 Closing Procedures – PCT Deadlines

Sent on behalf of Financial Management Operations (FMO)

PAYROLL COST TRANSFER (PCT)

- Payroll Cost Transfer (PCT) Deadline - **Creation of PCT is August 20.**
- Departments are responsible for monitoring approval process to make sure PCTs are **completed before August 20 by 5:00pm**
- **No PCT will process through FAMIS after August 20**
- Any PCT that did not reach final approval in the ECT Processing Office before **August 20** will be **cancelled and will need to be re-entered in FY22.**

[Top](#)

EMPLOYEE WELLNESS

★Please share this article with employees in your department.

Flourish Events

Stepping away from work for a little TLC is good for your health, productivity, relationships, and helps keep you from burn-out. We take rest seriously around here and believe you should too.



Special offerings this week:

- [What's Causing Your Lower Body Pain?](#) | 6/28 | 10:00am – 10:30am
- [Coffee Chat & Connections](#) | 6/28 | 2:00pm – 3:00pm

Take advantage of our fitness classes:

- [Stretch & De-Stress](#) | 6/29 & 7/1 | 6:45am – 7:15am
- [Cycle](#) | 6/29, 7/1 & 7/3 | 10:00am – 10:45am
- [Pilates](#) | 6/30 | 11:45am – 12:30pm
- [MEGAStrength](#) | 6/30 | 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 | 979.862.3191 | 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/liasons

Past LNN issues
are found online:
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