



HR LIAISON NETWORK NEWS

June 7, 2021 | Share the following information within your departments as appropriate.

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PAYROLL REMINDERS

June 10:

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

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

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

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

New Employee Onboarding Resources

To ensure a smooth and efficient onboarding for your new employees, please share the following resources and be sure to remind new employees to **only complete the tasks in their Workday inbox**.

- [Employees and Workday: New Employee Onboarding](#)
 - **Onboarding – The Employee Perspective:** provides a new employee guidance on how to complete the onboarding process in Workday
 - **Onboarding Dashboard:** discusses the available Onboarding Dashboard
 - **Onboarding Processes by Security Role:** details the steps within the Workday onboarding process by security role for Employee, HR Liaison, HROE and Payroll Services
 - **Complete Your W-4 (Onboarding):** steps for an employee to complete their Federal Tax Election Form W-4 in Workday during the onboarding process
 - **Payment Election Enrollment Event (Onboarding):** process for an employee to manage payment elections (direct deposit) during the onboarding process in Workday
- After Workday Onboarding is Complete
 - [Working in Workday for Employees](#) (TrainTraq course #2114109)
 - [New Employee Welcome \(NEW\) Session](#)
 - [New Hire Benefits Orientation](#) (if applicable)
 - [Workday: Employee Essentials](#)

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Performance Management: Say Goodbye to Old Goals and Hello to New Ones!

Performance Management is the ongoing process by which a manager clarifies employee performance expectations, provides feedback and coaching, completes the annual performance review, and recognizes performance as merited. 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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Form I-9 – Planning Ahead

Early and frequent communication throughout the hire process is crucial to ensure the timely completion of the Form I-9 as required by Federal Law. A review of our Form I-9 compliance showed that 60% of the issues were for late completions of Section 1. Checkout these resources designed to help you and your department be ready and on time. **Remember:** Section 1 of the Form I-9 can be completed as soon as an offer of employment is ready. **No employee** should start working without first completing the Form I-9.

- [Request a Form I-9 Remote Section 1](#)
- [Form I-9 Quick Tip Guide](#)
- [Form I-9 Acceptable Documents](#)
- [Form I-9 Basic Knowledge](#)

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Form I-9 Training

Still wondering what the Form I-9 is all about? Join us at the next Form I-9 conversation on June 9 at 2:00 pm, delivered via Zoom. Sign up in [TrainTraq](#). During this time, we will:

- Review the Form I-9 Process
- Show you where to find resources
- Answer any questions that you may have

The first 20 participants will receive a water bottle. Come and join in the fun!

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Reference Checks with Xref

Reference checks are an integral part of a successful recruiting and selection process by allowing recruiters and hiring managers to gain insight into a candidate's previous professional performance as well as assess their potential impact to the organization. At Texas A&M University, we use [Xref to obtain references](#).

Using Xref is easy and efficient. To initiate a reference check requires just the candidate's name, email address and phone number. In the last year, we have completed 890 requests with an average turnaround of 19 hours.

HR Liaisons can request access to Xref by completing the [HR Liaison Designation Statement of Responsibility Form](#) and returning it to the [HR Liaison Administration](#). Please make sure you indicate the name of your department, title, and email.

If you need to develop special questionnaires for your department, please contact [Carmen Garcia](#).

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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

Underpayment / Overpayment / No Payment Pay Results

Payroll Services continues to receive calls and emails each payday from departments reporting underpayments, overpayments or no payments. The issues are being identified on payday or later. Most issues could have been identified by departments prior to payroll deadlines. **It is imperative that all departments generate and review the [Pay Calculation Results for a Period report](#) every biweekly and monthly payroll.** These reports should be reviewed to ensure employees will receive their expected salary / hours, one-time payment request, recurring payments and/or allowances. This is also an opportunity to make sure new hires since the last payroll will receive pay. Initiation of a business process is not assurance that expected pay results are populating as part of the employee's paycheck. If an error or omission is identified before payroll deadlines, Payroll Services staff can work with you and try to correct, as long as business processes are fully completed.

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EMPLOYEE WELLNESS

★Please share this article with employees in your department.

Flourish Events



Special offerings this week:

- [Leadership During Adversity with General Ramirez](#) | 6/8 | 12:00pm – 1:00pm
- [Totally Me: Putting Your Best Self Forward](#) | 6/9 | 11:00am – 12:00pm
- [Making Moves with Diabetes](#) | 6/9 | 12:00pm – 1:00pm
- [Virtual Travel: Explore Savannah](#) | 6/10 | 1:00pm – 2:00pm
- [Protect Yourself from Fraud](#) | 6/10 | 3:30pm – 4:30pm

Personal Interest groups this week:

- [Kindred Spirits Fighting Cancer](#) | 6/11 | 11:00am – 12:00pm

Take advantage of our fitness classes:

- [Stretch & De-Stress](#) | 6/8 & 6/10 | 6:45am – 7:15am
- [Cycle](#) | 6/8, 6/10 & 6/12 | 10:00am – 10:45am
- [Pilates](#) | 6/9 | 11:45am – 12:30pm
- [MEGAStrength](#) | 6/9 | 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](#)

