



HR LIAISON NETWORK NEWS

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

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

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PAYROLL REMINDERS

November 1:

- Monthly Pay Day
- #22-05 Current Timesheets, Workday BP Approvals, Lump Sum Payouts, PPRs & Time Off Requests due at 11:00am
- #22-05 Pay Calculation Results Report available at 12:00pm

November 2:

- #22-05 Pay Calculation Results Report refreshed at 10:00am
- #22-05 Timesheets Locked; only Timekeepers can update
- Run Timekeeper Reports

November 3:

- #22-05 BW Final Pay Calculation Results Report available at 2:00pm

November 5:

- #22-05 Biweekly Pay Day

November 11:

- #22-06 **Retro** Timesheets and Workday Retro BP Approvals due at 5:00pm

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

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

HR Liaison Network Fall Meeting Presentations Available Online

Thank you to everyone who attended the HR Liaison Network Fall Meeting on October 28. [The presentations are now available online.](#)

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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 report also now includes TEES and AgriLife.

1. The first tab is a summary of past due employees by Executive Level 2.
2. The second tab provides more detail with:
 - Filters to quickly identify specific 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.

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COVID-19 Return to TAMUS Course

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.
 - Spanish version is available. Completing either the English or Spanish version will meet the assignment requirements to complete the course.
- [2114130 : Protocol and Certification for System Member Employees](#)
 - This course is required for all employees and is automatically assigned.
 - The attached spreadsheet will only show completions on or after Nov. 4, 2020.
 - Spanish version is available. Completing either the English or Spanish version will meet the assignment requirements to complete the course.

In addition, per [President Bank's August 5 message](#), employees are required to complete the following course in TrainTraq:

- [2114327 : COVID-19 Management and Guidance Plans - TAMU](#)
 - This course is required for all employees and is automatically assigned.
 - This course provides critical information for Texas A&M employees regarding requirements for the fall 2021 semester during the COVID-19 Pandemic. It provides information about COVID-19 protocols related to mandatory testing, mandatory reporting, and mandatory quarantine/isolation requirements.

Attached is a report to help monitor completions and incompletions for all three courses. The report also includes TEES and AgriLife.

If you have questions, please contact HROE Organization Development at OrgDev@tamu.edu.

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PAYROLL SERVICES

UPDATE: Off-Cycle Emergency Payment Requests

Off-Cycle Emergency Payment Requests are considered on a case-by-case basis. Department should first consult with Payroll Services staff; after consultation we will provide you with a request form to complete. You will need to review the direct deposit versus paper check options with the affected staff. The completed form must be co-signed by a Department Head, Dean or Director before returning to Payroll Services. Completed requests must be received by 11:00am to begin the preparation process. Please direct all questions and completed forms to payroll@tamu.edu for assistance.

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Zoom Training – Paying Employees in Workday

Registration is open in TrainTraq for Zoom training by Payroll Services Staff for **Course 2113632: HR Liaison: Paying Employees in Workday**. The training will be Wednesday, November 10, 2021 from 9:00am to 11:00am. This course is prioritized for active HR Liaisons but is also open to others within a department who have the Timekeeper or HR Contact role or are a delegate who assists them with payroll-related tasks. This is an excellent opportunity to get up to the minute information and have your general payroll questions answered. We look forward to seeing you there!

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EMPLOYEE WELLNESS

★ Please share this article with employees in your department.

Flourish Events

We made it to November. With the end of the semester and holidays right around the corner, take time for yourself.



Special offerings:

- [Self as Coach, Self as Leader](#) | 11/2 | 12:00pm – 1:00pm
- [Megaformer Workshop](#) | 11/2 | 6:30pm – 7:00pm
- [Coffee Chat & Connections](#) | 11/3 | 2:00pm – 3:00pm
- [Tai Chi for Beginners](#) | 11/3 | 5:30pm – 6:30pm
- [Creative Crafting Circle](#) | 11/5 | 12:00pm – 1:00pm
- [First Friday with Flourish](#) | 11/5 | 6:00pm – 8:00pm

Fitness Schedule*:

- [Dance Fusion](#) | 11/1 | 12:00pm – 12:45pm
- [Total HIIT Fusion](#) | 11/1 & 11/3 | 4:45pm – 5:30pm
- [Stretch & De-Stress](#) | 11/2 & 11/4 | 6:45am – 7:15am
- [Cycle](#) | 11/2 & 11/4 from 4:45pm – 5:30pm | 11/6 from 10:00am – 10:45am

*View our entire [fitness schedule](#) and participation procedures for [Flourish](#), [Rec Sports](#) and [Piranha](#).

Download [our app](#) by searching "FlourishTAMU" or access our [web app](#).

Visit our [calendar](#) and social media on [Facebook](#), [Twitter](#), and [Instagram](#).

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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/liaisons

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