



HR LIAISON NETWORK NEWS

November 15, 2021 | Share the following information within your departments as appropriate.

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

- ★ **URGENT:** [Update Your Work Contact Information in Workday](#)
- [Mail Stop Verbiage Added to Workday To Do](#)
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PAYROLL SERVICES

- [Updated December 2021 Payroll Processing Calendar, and FY22 Biweekly & FY22 Monthly Pay Schedules](#)
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- [January 2022 through August 2022 Payroll Processing Calendar](#)

EMPLOYEE WELLNESS

- ★ [Flourish Events](#)

PAYROLL REMINDERS

November 15:

- #22-06 Current Timesheets, Workday BP Approvals, Lump Sum Payouts, PPRs & Time Off Requests due at 11:00am
- #22-06 Pay Calculation Results Report available at 12:00pm
- Monthly **Retro** Business Process Approvals due at 5:00pm

November 16:

- #22-06 Pay Calculation Results Report refreshed at 10:00am
- #22-06 Timesheets Locked; only Timekeepers can update
- Run Timekeeper Reports
- Monthly Pay Calculation Results Report available at 12:00pm

November 17:

- Monthly Pay Calculation Results Report refreshed at 10:00am
- #22-06 BW Final Pay Calculation Results Report available at 2:00pm

November 18:

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

November 19:

- #22-06 Biweekly Pay Day
- Monthly Pay Calculation Results Report refreshed at 10:00am
- Current Monthly BP Approvals due at 5:00pm

November 22:

- Monthly Pay Calculation Results Report refreshed at 10:00am

November 23:

- Monthly Final Pay Calculation Results Report available at 2:00pm
- #22-07 **Retro** Timesheets and Workday Retro BP Approvals due at 5:00pm

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

★ Please share this this article with all employees including student employees and graduate assistants in your department.

URGENT: Update Your Work Contact Information in Workday

Employees, including student employees, and graduate assistants should review (and update) their **Work Contact Information** in Workday to facilitate the communication of official University business. Work contact information should reflect the employee's **current work (not personal) phone number and work email address**. Instructions for making the requested updates in Workday are provided below.



Instructions:

1. In your [Workday](#) dashboard (click on The Texas A&M University System logo, top left-hand corner).
2. Select the *Personal Information* worklet and then *Contact Information*.
3. Click the *Edit* button, scroll to the *Work Contact Information* section and update the primary phone and primary email fields then click the *Submit* button at the bottom of the page.
4. As always, please read the instructional text (provided at the top of the Workday screen) before making edits.

All employees are responsible for ensuring that Texas A&M (their employer) has current and accurate work contact information on file for them in Workday. **Those who fail to provide current work contact information run the risk of not being made aware of important information that could impact their work status.**

Please review (and update) your Work Contact Information in Workday today!

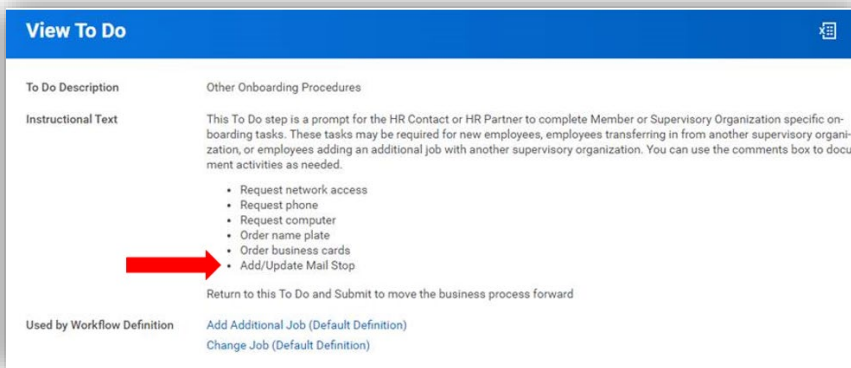
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Mail Stop Verbiage Added to Workday To Do Step

An employee's Mail Stop has become a crucial employee data point for the new virtual parking permits to be issued and used correctly. The Mail Stop information for each permit holder is pulled directly from Workday. To prompt HR Liaisons to check the Mail Stop information, new verbiage stating "Add/Update Mail Stop" has been added to the Other Onboarding Procedures *To Do* in Workday (see screenshot below). It is important for the HR Liaison to complete this step to ensure that the employee's parking permit can be updated or changed as needed. For any questions, please contact hrnetwork@tamu.edu.

To add/update an employee's Mail Stop:

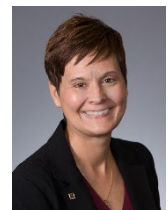
1. Go to the employee's Actions menu
2. Navigate to Personal Data, then Edit Other IDs
3. Check for an existing Mail Stop line. If one exists, the HR Liaison will make sure the Mail Stop is correct or update as needed. If another Mail Stop line exists, delete that line so that only one Mail Stop exists in the ID section.



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Retirement Reception Honoring Michelle Steedly

The Division of Human Resources & Organizational Effectiveness invites you to join us as we celebrate Michelle Steedly, Classification and Compensation Manager, as she retires from Texas A&M University after 26 years of dedicated service!



Join us on **December 7, 2021** at the University Club, 11th floor of Rudder Tower, from 3:30 to 5:00pm. Remarks at 4:00pm.

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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 now includes TEES and AgriLife.

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

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PAYROLL SERVICES

Updated December 2021 Payroll Processing Calendar, and FY22 Biweekly & FY22 Monthly Pay Schedules

Updated Versions (11.10.2021) of the December 2021 Payroll Processing Calendar and the FY22 Biweekly & FY22 Monthly Pay Schedules are now loaded on our [website](#). The updates were needed due to payroll finalization changes by Workday Support and has altered action items and deadlines for the upcoming #22-09 Biweekly and December monthly payrolls. Please make sure to reference the revised calendar and pay schedules and share with others in your department as needed.

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Lump Sum Vacation Time Off Payout

Lump Sum Vacation Time Off payout is overseen by Payroll Services. Payouts for TAMU and TAMUG Staff use ACAP funding, and their faculty payouts are covered by their respective college. Forms must be prepared outside Workday and reports generated within Workday before you can submit your Workday Inbox To-Do Item of "Determine Time Off Payout". See [Workday Tools](#) > Lump Sum Vacation Time Off Payout on Payroll Services website for more information. Required paperwork and/or any questions should be sent to payroll@tamu.edu. Please submit the payout request as soon as possible following termination or retirement; we are frequently contacted by former employees asking when they will receive their payout, which is dependent on when we receive the request from the department.

Payouts for A&M Health staff and faculty do not use ACAP funding and are handled differently. Note that HROE Benefits staff are unable to answer questions regarding processing of payouts; they can answer questions regarding accrued time off before termination, retirement or change in employment status.

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★ Please share with managers, timekeepers and approvers within your department

#22-07 Biweekly Retro – Earlier Deadline

Due to the upcoming Thanksgiving Holidays, the #22-07 Biweekly Retro has an earlier deadline of Tuesday, November 23, 2021 at 5:00pm. Please make sure retro timesheet corrections between October 3rd and November 13th are submitted and approved and any retro business processes effective prior to November 14th are fully completed by this deadline.

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January 2022 through August 2022 Payroll Processing Calendars

The January 2022 through August 2022 Payroll Processing Calendars are now available on Payroll Services [website](#). Refer to the Payroll Processing Calendar Key for details of the various calendar items. Please post or distribute the calendars as needed within your department.

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EMPLOYEE WELLNESS

★Please share this article with employees in your department.

Flourish Events

This week's theme is all about connection.



Special offerings:

- [Men's Basketball vs. Southern](#) | 11/17 | starts at 12:00pm
Code: FACSTAFF
- [Infertility Connection](#) | 11/17 | 12:00pm – 1:00pm
- [Coffee Chat & Connections at Brookshire Brothers](#) | 11/17 | 2:00pm – 3:00pm
- [One-On-One Financial Counseling with Lincoln](#) | 11/18 | 9:00am – 4:00pm
- [Camping 101: Cooking for Camping](#) | 11/18 | 11:00am – 12:00pm
- [Bariatric Buddies](#) | 11/18 | 12:00pm – 1:00pm
- [Flourish Photography Friends](#) | 11/19 | 12:00pm – 1:00pm

Fitness Schedule*:

- [Total HIIT Fusion](#) | 11/15 & 11/17 | 4:45pm – 5:30pm
- [Stretch & De-Stress](#) | 11/16 & 11/18 | 6:45am – 7:15am
- [Cycle](#) | 11/16 & 11/18 from 4:45pm – 5:30pm | 11/20 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
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