November 22, 2021 | Share the following information within your departments as appropriate.

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS
* Early Release at Noon on Wednesday, November 24
* Updated Online Course: Creating a Discrimination-Free Workplace (TrainTraq course no. 99002)
* COVID-19 Return to TAMUS Courses

PAYROLL SERVICES
* Updated December 2021 Payroll Processing Calendar and FY22 Biweekly & FY22 Monthly Pay Schedules
* #22-07 Biweekly Retro – Earlier Deadline
  January 2022 through August 2022 Payroll Processing Calendars

EMPLOYEE WELLNESS
* Flourish Events

PAYROLL REMINDERS
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

November 29:
- #22-07 Current Timesheets, Workday BP Approvals, Lump Sum Payouts, PPRs & Time Off Requests due at 11:00am
- #22-07 Pay Calculation Results Report available at 12:00pm

November 30:
- #22-07 Pay Calculation Results Report refreshed at 10:00am
- #22-07 Timesheets Locked; only Timekeepers can update
- Run Timekeeper Reports

December 1:
- Monthly Pay Day
- #22-07 BW Final Pay Calculation Results Report available at 2:00pm

December 3:
- #22-07 Biweekly Pay Day

Updated Online Course: Creating a Discrimination-Free Workplace (TrainTraq course no. 99002)
The System-required course, *Creating a Discrimination-Free Workplace* (TrainTraq course no. 99002) was updated to include minor content changes, restricted navigation, and the mastery test was changed to allow only one try per question when taking the test. At the end of the test, employees will retake only questions they missed. It also includes new standard course features that will be implemented for all System-required trainings based on recommendations from System Training Coordinators:

- A training acknowledgement at the end of the course
- State clearly how to access a printable/accessible version of the course
- State clearly how often the course is required

All applicable assignments are still in effect and all course reports remain the same. If you have any questions regarding the changes made to this course, please contact Organization Development at OrgDev@tamu.edu.

**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 Services 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.

* 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.
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.

EMPLOYEE WELLNESS
★Please share this article with employees in your department.
Flourish Events
Happy Thanksgiving!

Our full schedule of programs and fitness offerings returns next week.

Fitness Schedule*:
- Total HIIT Fusion | 11/22 | 4:45pm – 5:30pm
- Stretch & De-Stress | 11/23 | 6:45am – 7:15am
- Cycle | 11/23 | 4:45pm – 5:30pm

*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.

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