



# HR LIAISON NETWORK NEWS

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

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

## HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

- ★ [Please share this article with employees in your department.](#)

### Early Release at Noon on Wednesday, November 24

With authorization from Chancellor Sharp, President Banks has authorized the early release of nonessential personnel at noon on Wednesday, November 24. Remote campuses may have alternate holiday schedules and should consult with their respective HR contacts/administrators for additional information. If you are unsure of your status, please ask your supervisor. Leave time previously authorized will be reinstated. Employees required to work during this [early release time](#) will be given state compensatory time off to take within the next 12 months, and/or may have their current work schedule adjusted appropriately by their department. Best wishes for a safe and happy holiday!

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**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](mailto: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 now includes TEES and AgriLife.

If you have questions, please contact HROE Organization Development at [OrgDev@tamu.edu](mailto: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.

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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 3<sup>rd</sup> and November 13<sup>th</sup> are submitted and approved and any retro business processes effective prior to November 14<sup>th</sup> 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

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](#).

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Division of Human Resources  
& Organizational Effectiveness

**QUESTIONS?** [HRnetwork@tamu.edu](mailto: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](https://employees.tamu.edu/liaisons)

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