November 29, 2021  |  Share the following information within your departments as appropriate.

**HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS**

**Pre-hire Record Search Made Easier**
When searching for a person during the first step of the Hire Employee process in Workday, you should always use the ID Type: Employee ID and use the UIN for the ID Value. This will produce the pre-hire record associated with the UIN. Review the Details to determine if the record is terminated, retired (inactive) or active. If the UIN has a hire process in progress or is active, clicking on the record to use it in the Hire process will result in an error. Please read the error information provided and take the appropriate action as follows:

1. If the employee is active or has a future hire date (hire process in progress), then cancel out of the Hire Employee process.
2. If the employee is active, you will need to decide if you will process a Change Job (Transfer) or an Add Additional Job.
3. If the employee is terminated or retired and has no future hire date, you may proceed with clicking on the pre-hire record and using it for the Hire Employee task.

**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.

**PAYROLL SERVICES**

**Paid Holiday / Early Release Not on Timesheet**

**Holiday Pay**

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

**January 2022 through August 2022 Payroll Processing Calendars**

**PAYROLL REMINDERS**

**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

**EMPLOYEE WELLNESS**

- **Flourish Events**

**Payroll Processing Calendar Key Processing Schedules Workday Tools**
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**

**Paid Holiday / Early Release Not on Timesheet**

In order to get the time blocks to create for early release, paid holidays and inclement weather events the calculations need to run on the time sheet. These calculations run automatically when employees enter/update time. If an employee does not have worked time to enter or update (paid time off, holidays all week) or they entered all time prior to the event being added to the calendar, they should Run Calculations on their time sheet. You can find the option to "Run Calculations" in the Actions menu on the top right-hand side of the employee’s time sheet. The time sheet needs to be submitted and approved for the time to pay.

Alternatively, Timekeepers can choose to run calculations for everyone or groups of individuals.

Run Time Calculations for a Date Range:
1. Search for Run Time Calculations for a Date Range report.
2. Select the workers for whom you’d like to run calculations.
3. Enter Run Frequency [Run Now].
4. Enter a Request Name.
5. Select a Start Date and End Date to define the date range for calculations.
6. Click OK to run process.

See [Holiday Time Off, Early Release and Timesheets](#) on Payroll Services website for more information.

**Holiday Pay**

As per System Regulation 31.04.01 System Holidays Section 1.3, if an employee has unpaid Time Off for the entire workday immediately before or after a holiday, they **should not** be compensated for the holiday(s). The employee or Absence Partner should submit Unpaid Time Off to make sure the employee is not paid for the holiday(s).

**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.
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
We’re wrapping up our fall programming, so come check out the last sessions of the season.

Special offerings:
- [Coffee Chat & Connections](#) | 12/1 | 2:00pm – 3:00pm
- [Single Social Network (SSN)](#) | 12/2 | 6:30pm – 9:00pm
- [Creative Crafting Circle](#) | 12/3 | 12:00pm – 1:00pm

Fitness Schedule*:
- [Total HIIT Fusion](#) | 11/29 & 12/1 | 4:45pm – 5:30pm
- [Stretch & De-Stress](#) | 11/30 & 12/2 | 6:45am – 7:15am
- [Cycle](#) | 11/30 & 12/2 | 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](mailto: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