



HR LIAISON NETWORK NEWS

November 8, 2021 | Share the following information within your departments as appropriate.

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

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PAYROLL REMINDERS

November 11:

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

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

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

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

★ Please share this article with student employees in your department.

Employee Contact Information for Official University Business

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 to their employer run the risk of not being made aware of important information that could impact their work status. Employees are asked to take a moment to 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.

1. Go to 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.
4. As always, please read the instructional text (provided at the top of the Workday screen) before making edits.

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Guardian Location Manager Interface User Training Session

A 60–90-minute webinar will be held Monday, November 15 at 12:30 p.m. It will provide an overview of the LawLogix Guardian system, highlighting the Location Manager Interface. This session will offer users a live demonstration of how to complete an electronic I-9, as well as a Section 3 reverification. [Register here for the session.](#)

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Recruiting Updates

The current environment for job candidates is moving quickly and is extremely competitive. We strongly encourage hiring managers and departments to review applicants on posted job requisitions on a daily basis. This will allow you to screen and interview in a timely manner. Do not wait for a quantity of applicants to apply or for a quantity of candidates in the pool. Initial Reviews, Screening and Interviewing should be done on an ongoing basis while the job requisition is posted. In many cases, we see departments waiting for a number of candidates in a pool and then losing the candidates to other job offers because of recruiting process delays. Please contact jobs@tamu.edu for additional guidance in this competitive environment.

Initial Review of job applicants is a review of the application materials the applicant provides to determine if they meet the minimum education and experience for the position. Application materials provided in Workday include answers to qualifying and screening questions, resumes, the application, cover letter and any other documents uploaded by the applicant. For additional information about Initial Review, please go to our [Recruiting Business Process](#) on the HROE Talent Management website and click on Initial Review.

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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

Zoom Training – Paying Employees in Workday

Time is running out to register 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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Payroll Services Email

Payroll Services requests that all questions, issues for review, scanned forms and documents or other matters be **sent to our shared email at payroll@tamu.edu rather than emailing a staff member individually**. This shared email is accessible by all Payroll Services staff. Even though you may be used to working with a particular individual, if they are privately emailed but out of the office, a response to your item will be delayed or may miss being included with the current payroll calculation. Your assistance is appreciated.

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EMPLOYEE WELLNESS



★ Please share this article with employees in your department.

Flourish Events

You've got this.

Special offerings:

- [Coffee Chat & Connections](#) | 11/10 | 2:00pm – 3:00pm
- [Tai Chi for Beginners](#) | 11/10 | 5:30pm – 6:30pm
- [One-On-One Financial Counseling with TIAA](#) | 11/11 & 11/12 | 8:30am – 4:30pm
- [Cooking with Flourish](#) | 11/11 | 11:30am – 1:00pm
- [Flourish Single Parent Zone](#) | 11/11 | 12:00pm – 1:00pm
- [Yoga Howdy Hour](#) | 11/11 | 4:45pm – 7:00pm
- [Single Social Network](#) | 11/11 | 6:30pm – 9:00pm
- [Kindred Spirits Fighting Cancer](#) | 11/12 | 11:00am – 12:00pm

Fitness Schedule*:

- [Total HIIT Fusion](#) | 11/8 & 11/10 | 4:45pm – 5:30pm
- [Stretch & De-Stress](#) | 11/9 & 11/11 | 6:45am – 7:15am
- [Cycle](#) | 11/9 & 11/11 from 4:45pm – 5:30pm | 11/13 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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ANNOUNCEMENTS

★ Please share this article with student employees in your department.

Sent on behalf of the Student Employment Office

End of Semester Reminders: Moving Graduated Students off Student Title Codes

If graduating, students must be moved off student title codes no later than the Monday following the latest commencement ceremony of the term. Based on this fall's ceremony schedule, the date is December 20, 2021. Additional information can be found in the attached PDF Memo.

For questions, contact the Student Employment Office at workstudy@tamu.edu or call 979-845-0686.

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Division of Human Resources
& Organizational Effectiveness

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](#)