



# HR LIAISON NETWORK NEWS

October 11, 2021 | Share the following information within your departments as appropriate.

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## PAYROLL REMINDERS

### October 14:

- #22-04 **Retro** Timesheets and Workday Retro BP Approvals due at 5:00pm

### October 18:

- #22-04 Current Timesheets, Workday BP Approvals, Lump Sum Payouts, PPRs & Time Off Requests due at 11:00am
- #22-04 Pay Calculation Results Report available at 12:00pm
- Monthly **Retro** Business Process Approvals due at 5:00pm

### October 19:

- #22-04 Pay Calculation Results Report refreshed at 10:00am
- Monthly Pay Calculation Results Report available at 12:00pm
- #22-04 Timesheets Locked; only Timekeepers can update
- Run Timekeeper Reports

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

## HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

★ Please share this article with employees in your department.

### Employee Flu Vaccine Clinics

Texas A&M Health and Human Resources and Organizational Effectiveness (HROE) have partnered with St. Joseph Health to make it easy for you to get vaccinated at our annual employee flu clinics.

- **Appointments are REQUIRED to ensure the smooth operation of these clinics.**
- **Questionnaires MUST be completed prior to arriving for your scheduled appointment.**

### SCHEDULE YOUR APPOINTMENT HERE!

Thursday, October 14	Memorial Student Center
Saturday, October 16	Fan Field
Friday, October 22	Texas A&M Health Campus
Saturday October 23	Bryan High School
Friday, October 29	Fan Field
Saturday, October 30	Fan Field



All Texas A&M University System employees, their eligible dependents, and retirees who are covered under the A&M Care plan with Blue Cross Blue Shield of Texas are eligible to receive a seasonal influenza (flu) vaccine at one of our free flu vaccine pop-up clinics throughout October. ([Determine your eligibility here.](#))

[Visit the flu clinic website for more details.](#) Email questions to [IPER@tamu.edu](mailto:IPER@tamu.edu).

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### NEW! Form I-9 Contact Form

The Form I-9 Team is always happy to assist you. To improve our communications and response time, we have designed a [new I-9 contact form](#) you can use to submit questions. The form provides the information needed to reduce the time spent researching your question or situation and to give you a more accurate answer. You can access the form through our [contact webpage](#). Bookmark it and start using it today. We can't wait to hear from you!

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### Guardian Settings and Updates

- The Social Security Administration is taking longer to issue social security numbers. The settings in Guardian have been adjusted to allow more time to obtain the SSN.
- Guardian Support for Internet Explorer will end by January 1, 2022. Guardian will only support the following browsers: Google Chrome, Apple Safari (for macOS and iOS devices), Mozilla Firefox, and Microsoft Edge. If you use Internet Explorer to access Guardian or if Internet Explorer is your default browser, please make plans to use an alternative browser.
- Enhanced Section 2 Experience Coming Later This Year - The updated design and safeguards are expected to release on November 30, 2021. All organizations will get the upgraded experience automatically. Log into Guardian, authenticate by visiting the Help section, and access the [Community blog post here](#) for a more in-depth overview of the upcoming release which includes a Self-Completion Safeguard, additional support for expired lawful permanent resident cards, and more.

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### Form I-9 Reminders

- Section 1 Amendments **MUST** be approved by employees. HR Liaisons should only approve a Section 1 amendment if they acted as the Preparer/Translator when first completing the form.
- No one should start working without first completing the Form I-9.
- When completing the Form I-9 in Guardian, all users must mark the I-9 **Completed** and then **Approved**. Employees should remain in your presence until you obtain a work authorization result from E-Verify.

Visit our [Form I-9 - Employment Eligibility Verification](#) for more information and helpful resources.

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### Registration Open – Virtual HR Liaison Network Fall Meeting – October 28

Registration for the HR Liaison Network Fall Meeting (virtual) is open. Please register for only one session (morning and afternoon sessions will be identical). Additional meeting information including the agenda will be provided in the coming weeks. We look forward to seeing you at the virtual meeting! One session will be recorded to accommodate our Qatar campus HR Liaisons.

- **Date: Thursday, October 28, 2021**
- **Location: Zoom Meeting** (details provided when you register)
  - Morning Session: 9:00am-10:00am [Register](#)
  - Afternoon Session: 1:00pm-2:00pm [Register](#)

**Is there a topic you would like for us to present during one of our upcoming network meetings?** Send your suggestions including speaker recommendations to [hrnetwork@tamu.edu](mailto:hrnetwork@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

### Ensure New Hires Complete Onboarding Tasks

Please be sure and verify that all new hires are completing their Workday Onboarding inbox tasks. Payroll Services is seeing an increase in employees without mailing addresses or Direct Deposit. If employee elects to not enroll in Direct Deposit, it is critical that they enter a valid mailing address in Workday. This will ensure that they receive their pay checks timely as Payroll Services is mailing all paper pay checks. A valid and complete address includes the Apartment # or Unit #.

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### Review Time Report

Please make sure your Managers are aware of and are utilizing the **Review Time** Report. They can use this report to review and approve multiple employees time sheets and time off in one place. More information is available on our [Payroll Processing Tools](#) page on Payroll Services Website under Report Verification. Click the Review Time link, log into SSO and review the information for step-by-step instructions.

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## EMPLOYEE WELLNESS

★Please share this article with employees in your department.

### Flourish Events

It's a great week to have a great week.

#### Special offerings:

- [Sleep Series: Your Best Bedtime Routine](#) | 10/12 | 11:00am – 12:00pm
- [One-On-One Financial Counseling with Lincoln](#) | 10/13 | 9:00am – 4:00pm
- [Tips for Healthier Hips with Airrosti](#) | 10/14 | 12:00pm – 1:00pm
- [Flourish Single Parent Zone](#) | 10/14 | 12:00pm – 1:00pm
- [Flourish Photography Friends](#) | 10/15 | 12:00pm – 1:00pm

#### Fitness Schedule\*:

- [Dance Fusion](#) | 10/11 | 12:00pm – 12:45pm
- [Total HIIT Fusion](#) | 10/11 & 10/13 | 4:45pm – 5:30pm
- [Stretch & De-Stress](#) | 10/12 & 10/14 | 6:45am – 7:15am



- [Cycle](#) | 10/12 & 10/14 from 4:45pm – 5:30pm | 10/16 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 employees in your department.

*Sent on behalf of the Student Employment Office*

### Student Employment Office Information Session: TAMU Counseling & Psychological Services

In an effort to help educate student employee supervisors and employers about mental health and well-being resources available to TAMU students, the Student Employment Office will be hosting a virtual information session on **Thursday, October 28th, from 9:00 am – 10:00 am. This information session is available to both on-campus and off-campus employers.** To register, visit the [Student Employment Office ERS registration page](#), and a Zoom meeting link will be sent out once registration closes.



Join us as Texas A&M University Counseling & Psychological Services shares information on their services: Health and well-being can greatly impact learning and academic success. Counseling & Psychological Services (CAPS) is committed to supporting students in their mental health, their psychological and social well-being, and their connection to their academic experience and overall wellness. The purpose of this session is to promote the creation of a healthy campus environment by increasing community awareness of our available CAPS services, addressing stigma in mental health, and discussing how to identify and support someone that may be struggling with their sense of wellness.

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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](http://employees.tamu.edu/liaisons)

Past LNN issues  
are found online:  
[HR Liaison Network  
News Archive](#)