



HR LIAISON NETWORK NEWS

October 18, 2021 | Share the following information within your departments as appropriate.

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

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[TEXAS A&M COVID-19
CAMPUS GUIDANCE](#)

[HROE COVID-19 UPDATES
FOR EMPLOYEES](#)

PAYROLL REMINDERS

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

October 20:

- Monthly Pay Calculation Results Report refreshed at 10:00am
- #22-04 BW Final Pay Calculation Results Report available at 2:00pm

October 21:

- Monthly Pay Calculation Results Report refreshed at 10:00am
- Monthly PPRs & Lump Sum Payouts due at 11:00am

October 22:

- #22-04 Biweekly Pay Day
- Monthly Pay Calculation Results Report refreshed at 10:00am
- Current Monthly BP Approvals due at 5:00pm

October 25:

- Monthly Pay Calculation Results Report refreshed at 10:00am

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

Virtual celebration of National Disability Employment Awareness Month

Join the U.S. Department of Labor on October 20, 2021 from 1:00 – 2:00 p.m. for a virtual celebration of National Disability Employment Awareness Month. Featured guests will include US Secretary of Labor Marty Walsh and Assistant Secretary of Labor for Disability Employment Policy Taryn Williams. This exciting event will feature insightful dialogues and a video showcase highlighting strategy in action for an equitable disability inclusive recovery. [Register today!](#)



Visit the HROE [Campaign for Disability Employment webpage](#) for resources and [download and print the campaign posters](#) so you can display it in your workplace!

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★Please share this article with employees in your department.

Employee Flu Vaccine Clinics – A&M Care Plan

Get the flu shot, not the flu! 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.](#))

Appointments are REQUIRED: [SCHEDULE YOUR APPOINTMENT HERE!](#)

Vaccines will be administered on a first-come, first-served basis until our vaccine supply runs out. Don't wait to schedule your appointment until the last minute!

Friday, October 22	Texas A&M Health Campus
Saturday October 23	Bryan High School
Friday, October 29	Fan Field



Texas A&M Health and HROE have partnered with St. Joseph Health to offer these employee flu clinics. [Visit the flu clinic website for more details.](#) Email all flu vaccine clinic questions to IPER@tamu.edu.

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Register Now – Virtual HR Liaison Network Fall Meeting – October 28

Register now for the virtual HR Liaison Network Fall Meeting. Please register for only one session (morning and afternoon sessions will be identical). Additional meeting information including the agenda will be provided next week. A recorded session will be provided to our Qatar campus HR Liaisons.

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

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Workday Services Training Changes, Week of October 11, 2021

- New Job Aids
 - *Return to Retire (Worker Already in Workday)* – describes how to Add Retiree Partner Status to a Terminated Worker's record and how to initiate a Change Benefits Event when the Employee is Returning to Retire
- Updated Job Aids
 - *Return to Retire (Worker Not in Workday)* – process for a Benefits or Retiree Partner to add an Employee who is returning to retire in Workday but left before Workday was established

- *Onboarding* – as requested by Benefits Working Group and supported by System Benefits Administration, the question and answers to the Insurance and Retirement Eligibility Questions custom object need to be revised to make it more user-intuitive on which answers to select. The Insurance and Retirement Eligibility Questions are inbox items during Onboarding and Edit Effective-Dated Additional Data business processes.
- *Create Position* – notifications to Manger and HR Contact when a new position is successfully created
- New Webinar
 - *Correct, Cancel and Rescind* (deck/video) – detailed overview about business process definitions and framework for Correct, Cancel and Rescind

Updates are also published on the [Workday Weekly Updates webpage](#).

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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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EMPLOYEE WELLNESS

★Please share this article with employees in your department.

Flourish Events

Don’t forget to use your Wellness Release Time.



Special offerings:

- [Sleep Series: Sleep & Performance](#) | 10/19 | 11:00am – 12:00pm
- [Coffee Chat & Connections at Brookshire Brothers](#) | 10/20| 2:00pm – 3:00pm
- [Cooking with Flourish](#) | 10/21 | 11:30am – 1:00pm
- [Lunch 'n' Learn: All About Pumpkins](#) | 10/21 | 12:00pm – 1:00pm
- [Dr. Anne Reber’s Leadership Journey](#) | 10/22 | 12:00pm – 1:00pm
- [Trick or Treating at Aggie Soccer](#) | 10/24 | 2:00pm – 5:00pm

Fitness Schedule*:

- [Dance Fusion](#) | 10/18 | 12:00pm – 12:45pm
- [Total HIIT Fusion](#) | 10/18 & 10/20 | 4:45pm – 5:30pm
- [Stretch & De-Stress](#) | 10/19 & 10/21 | 6:45am – 7:15am
- [Cycle](#) | 10/19 & 10/21 from 4:45pm – 5:30pm | 10/23 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 Tax Compliance & Reporting office

Important Notices Regarding Your Taxes

State Income Tax: Employees should verify addresses to ensure correct state tax deductions.

- **Current Employees:** Verify in Workday the following:
 - **Home Primary Address** – This is the employee's **Residence Address** and the "Usage" in Workday should be set as such. If the employee's Mailing address is the same as their residence address, also select the Mailing Usage for this address.
 - **Work Primary Work Location** – This is the employee's **Physical Work Location**. If the employee works out-of-state, this address is the out-of-state address where the employee physically works. It is not the departments or the universities College Station address.
 - **Home Additional Address** – If the employee's Mailing Address is different from their residence address, enter it in this section and set the "Usage" as Mailing. This will ensure any documents that are mailed will be sent to the correct address.
- **Terminating employees:** If the employee has a change of address, **DO NOT** enter it until after their final payment from the University. Updating the address before the final payment could result in State Tax being deducted from the final payment. If the address is updated before termination, employees should complete and submit the [State Income Tax Verification Form](#) and choose under Residency Certification, "No, an out-of-state residence is listed for me because I am/will be moving to that residence due to my TAMU employment ending on _____ or going on LWOP effective _____ (Enter the dates associated with each option). By selecting this option, I am certifying that I will not be working for TAMU while residing out-of-state. "

Year-End: Employees should verify the following before the last payroll in December 2021.

- Verify and update, if needed, **Mailing Address** in Workday. As employees move throughout the year, updating their mailing address can be easily overlooked. If not updated and the W-2 paper election is selected, the employee's W-2 will be mailed to the wrong address where an unknown person will have access to the employee's SSN. Instructions for proper address entry can be found at [Workday Employee Address Entry](#)
- Verify and update, if needed, **Social Security Number (SSN)** in Workday. If the SSN is not listed or is incorrect on the W-2, the Social Security Administration **will not** post the employee's earnings to their social security account. It is **VERY IMPORTANT** for those with an SSN, to enter it into Workday and verify it's entered correct. Instructions for proper entry and verification of the SSN can be found at [Manage Your SSN](#).
- Verify and update the **W-2 Printing Election**. We STRONGLY encourage selecting the electronic format which provides the advantages of:
 - Quicker access. Electronic W-2s are available as early as mid-January.
 - Increased security. Mail delivery allows access to your personal sensitive information.
 - Go green! Natural resources are saved by not printing and mailing W-2 forms.
 - There is a cost savings for each form not printed and mailed.

SSN: It is VERY IMPORTANT the employee's SSN is entered into Workday and the entry is verified.

Why is the SSN needed?

- **W-2**
 - The IRS can assess a fine on the employee for not providing their SSN to be reported on the W-2.
 - The Social Security Administration will not post the employee's earnings to their SSA account if there is no SSN on the W-2 or the SSN is incorrect on the W-2.
 - [Instructions for proper entry and verification of the SSN.](#)
- **TRS Reporting**
 - TRS will not accept the monthly report if there are employees included with no SSN. This holds up the reporting for ALL employees until the SSN is received.
 - TRS requires International Employees to get have a TRS Temporary ID Number (TIN) to use until the SSN is received. Once the SSN is received, a copy of the card must be sent to Tax Compliance & Reporting for submission to TRS. TRS will not update the employee's record without receiving a copy of the SSN card.
- **International Employees**

SSN reminders are sent via the GLACIER Online Tax Compliance software. Those emails can be easily overlooked; therefore, you are needed to be a reminder for getting the SSN. We would also ask that you remind your international hires that GLACIER needs to be updated once the SSN is received and the required documents are to be submitted to the Tax Compliance & Reporting office. Documents can be submitted in one of three ways:

 - 1) Mail via:
 - a. Interoffice to MS 6003
 - b. U.S. Mail to Tax Compliance & Reporting, 6003 TAMU, College Station, TX 77843-6003
 - 2) Drop them off in our drop box in GSC Suite 3101
 - 3) Email via Filex (filex.tamu.edu) to internationaltax@tamu.edu. Make sure the option to encrypt the file is selected and the decryption key is emailed to internationaltax@tamu.edu. **Preferred Method**

If you have questions regarding this information, please contact the Tax Compliance & Reporting office at tax@tamu.edu.

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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/liasons

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