



HR LIAISON NETWORK NEWS

October 25, 2021 | Share the following information within your departments as appropriate.

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

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[TEXAS A&M COVID-19
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[HROE COVID-19 UPDATES
FOR EMPLOYEES](#)

PAYROLL REMINDERS

October 25:

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

October 26:

- Monthly Final Pay Calculation Results Report available at 2:00pm

October 28:

- #22-05 **Retro** Timesheets and Workday Retro BP Approvals due at 5:00pm

November 1:

- Monthly Pay Day
- #22-05 Current Timesheets, Workday BP Approvals, Lump Sum Payouts, PPRs & Time Off Requests due at 11:00am
- #22-05 Pay Calculation Results Report available at 12:00pm

[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 – Friday, October 29

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 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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★ Please share this article with employees in your department.

Workday Public Contact Information

Employees are encouraged to review (and update) the public contact information displayed on their Workday profile page (click employee photo or cloud, top right-hand corner > View Profile). In order to facilitate the

communication of official University business, employees are asked to provide their **work (not personal) phone number and email address** in their Work Contact Information section in Workday. If updates to the Work Contact Information are needed, employees may follow the instructions 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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HR Liaison: Paying Employees in Workday Sessions Now Available

HR Liaison: Paying Employees in Workday sessions of HR Liaison Functional and Foundational courses are now open for registration. The next sessions of trainings are scheduled for early November. Links to available courses can be found on the [HR Liaison Training page](#) on the HROE website.

Now Available:

- 2113632 – HR Liaison: Paying Employees in Workday
- 2113707 – HR Liaison: Benefits Overview
- 2113708 – HR Liaison: Leave Policies and Procedures
- 2114043 – HR Liaison: Form I-9 and Guardian
- 2113630 – Fair Labor Standards Act-FLSA, Working Hours
- 2113709 – HR Liaison: Family Medical Leave Act-FMLA; Americans with Disabilities Act-ADA
- 2113710 – HR Liaison: Workers Compensation Policies and Procedures
- 2113629 – HR Liaison: Employee Relations Overview
- 2113628 – HR Liaison: Position Descriptions and Hiring Procedures
- 2112540 – Performance Management: Supervisory Best Practices
- 2112304 – Hiring Supervisors: Strategies for New Employees Success
- 2112756 – Comp Time Issues for Supervisors
- 2112731 – Nonresident Alien Tax Issues and the Glacier Processing System

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Workday Training Updates – Week of October 18, 2021

- Updated Job Aids
 - *Add Additional Job* – replaced screenshot of Additional Details on page 2
 - *Termination (Involuntary & Involuntary)* – ADDED: The Payroll Partner may receive the To Do Inactivate Ongoing Payroll Input, Withholding Order or Tax Treaty to end the tax treaty or inactivate the withholding order; the Payroll Partner may receive an inbox step End Ongoing Payroll Inputs to confirm or edit the end date of any ongoing payroll inputs.
 - *Termination (Voluntary)* – ADDED: The Payroll Partner will receive a To Do Update Benefit Replacement Pay ID if the termination was for the reason of retirement
 - *Edit Payment Election* – include when the employee changes ORP vendors
 - *Correct ORP Employer Contributions* – updated process
- Updated Reference Guide
 - *Custom Other IDs* – updated BRP (Benefits Replacement Pay): added a note to re-set the value to 0 if an employee was previously eligible for BRP and becomes ineligible
- New Webinar
 - *Student and Graduate Assistant Employees* (deck/video) – describes the Hire and Onboarding business processes for undergraduate and graduate students; topics include understanding how to appropriately complete the Hire process, the Onboarding actions by Employer and Employees, and taking an active approach in monitoring new hire activities

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

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Performance Management

As a reminder, it is important to ensure employee goals have been put into Workday for the current Performance Review Period (4/1/2021 – 3/31/2022). Goals entered by employees must be approved by their manager. Goals

input by the manager do not require additional approvals. HR Liaisons should facilitate the goal setting process with the organizations they support. Two reports are available in Workday to help with monitoring goals:

1. Employee Goals Pending Approval – returns all goals for employees waiting for manager approval in the Talent Analyst's area(s) of organizational responsibility.
2. Employee Goals by Organization – returns all goals for employees (except those pending approval) in the Talent Analyst's area(s) of organizational responsibility.

It is also a good time to remind managers about the importance of periodic reviews of goals with their employees, including noting positive progress and areas of improvement needed.

Please visit the [Performance Management](#) webpage for an overview of the process, timeline, Workday job guides, and other resources. There are also courses including best practices for employees and supervisors, delivered via Zoom. Check out the [delivery schedule](#) to view course descriptions and enroll in a session.

Please email questions to HRevaluations@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.

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Hire, Retain, and Advance People with Disabilities

Every day, people with disabilities can and do add value to America's workplaces. However, in both good and bad economic times, people with disabilities have far fewer job opportunities than the general population. Inspired to change these realities, the [Campaign for Disability Employment](#) aims to promote the hiring, retention and advancement of people with disabilities and dispel negative stereotypes about disability and employment. When we are inclusive of people with disabilities – in recruitment, retention, and advancement – we benefit from a wider pool of talent, skills, and creative business solutions.

October is Disability Employment Awareness month and Texas A&M Human Resources asks that you join us and learn more about what you and your department can do to support these efforts. Visit our [Campaign for Disability Employment webpage](#) for resources and [download and print the campaign posters](#) so you can display it in your workplace!



PAYROLL SERVICES

UPDATE: Off-Cycle Emergency Payment Requests

Off-Cycle Emergency Payment Requests are considered on a case-by-case basis. Department should first consult with Payroll Services staff; after consultation we will provide you with a request form to complete. You will need to review the direct deposit versus paper check options with the affected staff. The completed form must be co-signed by a Department Head, Dean or Director before returning to Payroll Services. Completed requests must be received by 11:00am to begin the preparation process. Please direct all questions and completed forms to payroll@tamu.edu for assistance.

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Zoom Training – Paying Employees in Workday

Registration is open 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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EMPLOYEE WELLNESS

★ Please share this article with employees in your department.

Flourish Events

Which of the remaining October programs will you be attending?

Special offerings:

- [Yoga Nidra](#) | 10/27 | 11:45am – 12:30pm
- [Coffee Chat & Connections](#) | 10/27 | 2:00pm – 3:00pm
- [Tai Chi for Beginners](#) | 10/27 | 5:30pm – 6:30pm
- [Camping 101: Hidden Parks/Gems](#) | 10/28 | 11:00am – 12:00pm

Fitness Schedule*:

- [Dance Fusion](#) | 10/25 | 12:00pm – 12:45pm
- [Total HIIT Fusion](#) | 10/25 & 10/27 | 4:45pm – 5:30pm
- [Stretch & De-Stress](#) | 10/26 & 10/28 | 6:45am – 7:15am
- [Cycle](#) | 10/26 & 10/28 from 4:45pm – 5:30pm | 10/30 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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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](#)

