



HR LIAISON NETWORK NEWS

October 4, 2021 | Share the following information within your departments as appropriate.

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PAYROLL REMINDERS

October 4:

- #22-03 Current Timesheets, Workday BP Approvals, Lump Sum Payouts, PPRs & Time Off Requests due at 11:00am
- #22-03 Pay Calculation Results Report available at 12:00pm

October 5:

- #22-03 Pay Calculation Results Report refreshed at 10:00am
- #22-03 Timesheets Locked; only Timekeepers can update
- Run Timekeeper Reports

October 6:

- #22-03 BW Final Pay Calculation Results Report available at 2:00pm

October 8:

- #22-03 Biweekly Pay Day

October 14:

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

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

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

Registration Open – Virtual HR Liaison Network Fall Meeting – October 26

Registration for the HR Liaison Network Fall Meeting (virtual) is now 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: October 26, 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.

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New Sections Open for Registration - HR Liaison Functional and Foundational Courses

New sections of HR Liaison Functional and Foundational courses are open for registration. The next sections begin this month. Links to available courses can be found on the [HR Liaison Training page](#) on the HROE website.

Available Courses:

- 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

Coming Soon:

- 2113632 – HR Liaison: Paying Employees in Workday

[Top](#)**Employee Flu Vaccine Clinics**

It's flu vaccine time! 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.

SCHEDULE YOUR APPOINTMENT HERE!

Saturday, October 9	College Station High School
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.

[Top](#)**Support for the Campaign for Disability Employment 2021**

At work, it's what people CAN do that matters. That's the simple message behind the Campaign for Disability Employment (CDE)—a U.S. Department of Labor-sponsored public awareness campaign that highlights the value and talent people with disabilities add to America's workplaces and economy.

HROE reminds you that October is Disability Employment Awareness month. The CDE is offering a series of products designed to promote the hiring, retention, and advancement of people with disabilities and dispel negative stereotypes about disability and employment. Each hiring department at Texas A&M has a powerful role to play in improving employment outcomes for people with disabilities. Focus on abilities, not disabilities! We hope you will join us in supporting the Campaign for Disability Employment by making a commitment to reflect the spirit of the "What can YOU do?" initiative in your recruitment, retention, and advancement 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!

[Top](#)**Past Due System Required Web-based Training (WBT) Report**

Attached is the monthly Required Training Assignments Report for System-required training. The report format is designed to be helpful, and actionable in enabling compliance. The report also now includes TEES and AgriLife.

1. The first tab is a summary of past due employees by Executive Level 2.
2. The second tab provides more detail with:
 - Filters to quickly identify specific departments with individuals who are past due
 - Highlighting those that are more than 90 days past due and more than 365 days past due.

If you have questions, please contact orgdev@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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PAYROLL SERVICES

Pay Slip Review for New Fiscal Year

September 1, 2021 was the beginning of a new fiscal and benefit premium year. Please encourage your staff to check their most recent pay slip in Workday to ensure benefit premium deductions, cell phone or other allowances, user service and/or parking fees, TDA or other retirement account options, and required withholding orders are noted as expected. This is also a good time to review their current tax elections, update personal data and check that selected payment elections continue to meet their needs. Employees should notify their [HR Contact](#) if they believe their pay slip is not accurate.

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Missed Salary or Hours

Missed salary or hours should never be processed using the Request One-Time Payment business process in Workday. There are no one-time payment plan components for this type of pay. Missed regular pay is calculated and processed by the Workday Retro process and paid to an employee on their next regularly scheduled payday (biweekly or monthly). The Workday Retro process works for all timesheets and/or business processes completed and approved by the set deadlines. If you attempt to bypass the retro process and try to pay missed regular pay

using a one-time payment plan component such as extra pay outside regular job duty, you are taxing the employee at 22% FIT and, more importantly, running the risk of the employee being overpaid when the retro process picks up the missed pay.

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EMPLOYEE WELLNESS

★Please share this article with employees in your department.

Flourish Events

Whatever you need this week, we've got you covered.

Special offerings:

- [Sleep Series: Effect of Nutrition](#) | 10/5 | 11:00am – 12:00pm
- [Megaformer Workshop](#) | 10/5 | 6:30pm – 7:00pm
- [Preparing for Year End Tax Tasks](#) | 10/6 | 11:30am – 12:30pm
- [One-On-One Financial Counseling with TIAA](#) | 10/7 & 10/8 | 8:30am – 4:30pm
- [Flourish Single Parent Zone](#) | 10/7 | 12:00pm – 1:00pm
- [Voices for Children – CASA Volunteer Informational](#) | 10/7 | 5:45pm – 6:45pm
- [Kindred Spirits Fighting Cancer](#) | 10/8 | 11:00am – 12:00pm

Fitness Schedule*:

- [Dance Fusion](#) | 10/4 | 12:00pm – 12:45pm
- [Total HIIT Fusion](#) | 10/4 & 10/6 | 4:45pm – 5:30pm
- [Stretch & De-Stress](#) | 10/5 & 10/7 | 6:45am – 7:15am
- [Cycle](#) | 10/5 & 10/7 from 4:45pm – 5:30pm | 10/9 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/liaisons

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