



HR LIAISON NETWORK NEWS

September 13, 2021 | Share the following information within your departments as appropriate.

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

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CAMPUS GUIDANCE](#)

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

PAYROLL REMINDERS

September 16:

- #22-02 **Retro** Timesheets and Workday Retro BP Approvals due at 5:00pm

September 17:

- Monthly **Retro** Business Process Approvals due at 5:00pm

September 20:

- #22-02 Current Timesheets, Workday BP Approvals, Lump Sum Payouts, PPRs & Time Off Requests due at 11:00am
- #22-02 Pay Calculation Results Report available at 12:00pm
- Monthly Pay Calculation Results Report available at 12:00pm

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

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

Performance Management: Employee Goals

Now is a good time to ensure employee goals have been entered in Workday for the current Performance Review Period (4/1/2021 – 3/31/2022). Goals entered by employees must be approved by their manager. Goals entered by the manager do not require additional approvals. HR Liaisons should help 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.

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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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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Retro Timesheet Correction Notes

- If an employee makes negative and/or positive corrections to a prior timesheet (retroactive correction) and the manager or timekeeper does not approve the resubmitted timesheet by the retro deadline, the retro process will take the adjustments from the current pay period, not the prior period, which could result in your employee receiving less pay than they expected. The employee will have to wait until the next on-cycle biweekly payroll for the retro process to repay them if needed.
- If the hours on an employee's timesheet have already been paid out and then are removed in error, the hours or equivalent time off should be re-entered and submitted back to the manager. The HR Contact or Timekeeper should immediately notify Payroll Services, so we can take corrective action to prevent either recoupment from or overpayment in the current period.
- Retro and Current timesheet and business process deadlines are listed on all [Payroll Processing Calendars](#)

It is critical that managers monitor their Workday Inbox and approve retroactive timesheet corrections before [payroll deadlines](#). Timekeepers can assist in this process by generating the **Time Summary Review** report for retroactive periods. Instructions for this assistance start on page 5 of the [Time Summary Review document](#) (SSO *log-in required before accessing instructions*) on our website. Timekeepers can identify unsubmitted or unapproved corrections and work with the employee and manager to get this finalized by retro deadlines.

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EMPLOYEE WELLNESS

★Please share this article with employees in your department.

Flourish Events

Take a break.



Special offerings:

- [One-On-One Financial Counseling with Lincoln](#) | 9/14 | 9:00am – 4:00pm
- [Coffee Chat & Connections at Brookshire Brothers](#) | 9/15 | 2:00pm – 3:00pm
- [Flourish Painters - Watercolor Basics with Kourtney Bassett](#) | 9/16 | 5:30pm – 6:30pm

Personal interest groups:

- [Infertility Connection](#) | 9/15 | 12:00pm – 1:00pm
- [Bariatric Buddies](#) | 9/16 | 12:00pm – 1:00pm
- [Flourish Photography Friends](#) | 9/17 | 12:00pm – 1:00pm

Fitness Schedule*:

- [Dance Fusion](#) | 9/13 | 12:00pm – 12:45pm
 - [Total HIIT Fusion](#) | 9/13 & 9/15 | 4:45pm – 5:30pm
 - [Stretch & De-Stress](#) | 9/14 & 9/16 | 6:45am – 7:15am
 - [Cycle](#) | 9/14 & 9/16 from 4:45pm – 5:30pm | 9/18 from 10:00am – 10:45am
- View our [full fitness class schedule](#).

*View our entire [fall fitness schedule](#) and the new participation procedures for [Flourish](#), [Rec Sports](#) and [Piranha](#).

Download [our app](#) by searching "FlourishTAMU" or access our [web app](#).

Visit our [calendar](#) or social media on [Facebook](#), [Twitter](#), and [Instagram](#).

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Division of Human Resources
& Organizational Effectiveness

QUESTIONS? HRnetwork@tamu.edu | 979.862.3191 | 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](#)