



# HR LIAISON NETWORK NEWS

September 20, 2021 | Share the following information within your departments as appropriate.

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

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## PAYROLL REMINDERS

### 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

### September 21:

- Monthly Pay Calculation Results Report refreshed at 10:00am
- #22-02 Pay Calculation Results Report refreshed at 10:00am
- #22-02 Timesheets Locked; only Timekeepers can update
- Run Timekeeper Reports

### September 22:

- Monthly Pay Calculation Results Report refreshed at 10:00am
- Monthly PPRs & Lump Sum Payouts due at 11:00am
- #22-02 BW Final Pay Calculation Results Report available at 2:00pm
- September 23:
- Monthly Pay Calculation Results Report refreshed at 10:00am
- Current Monthly BP Approvals due at 5:00pm

### September 24:

- #22-02 Biweekly Pay Day
- Monthly Pay Calculation Results Report refreshed at 10:00am
- September 27:
- Monthly Final Pay Calculation Results Report available at 2:00pm

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

## HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

### Workday Services Education: October Webinars

Join us for the following Workday Services webinars in October. These events are open to all, but content will focus on the security roles listed within the webinar description. Click on the 'Download the Outlook Calendar Event' link to add it to your calendar.

[Correct, Cancel & Rescind](#)

**When:** October 13, 2021

**Time:** 10:30am-11:30am

**Presenter(s):** Sri Kamarthi - Compensation

**Target Audience:** HR Contacts, HR Partners, Payroll Partners, Compensation Partners

*This session will provide a detailed overview about business process definitions and framework for Correct, Cancel and Rescind.*

### [Student and Graduate Assistant Employees](#)

**When:** October 20, 2021

**Time:** 10:30am-11:30am

**Presenter(s):** DeAnna White and Pamela Gentry – Core HR

**Target Audience:** HR Contacts, HR Partners, Faculty Partners, Graduate Studies Partners, Payroll Partners, Student Employment Partner View Only

*This session describes the Hire and Onboarding business processes for undergraduate and graduate students. Topics will include understanding how to appropriately complete the Hire process, the Onboarding actions by Employer and Employee, and taking an active approach in monitoring new hire activities.*

### [Costing Allocations](#)

**When:** October 27, 2021

**Time:** 10:30am-11:30am

**Presenter(s):** Sri Kamarthi - Compensation and Nancy Hamilton - Payroll

**Target Audience:** HR Contacts, HR Partners, Payroll Partners, Compensation Partners

*This session will provide a comprehensive insight into costing allocations starting from the basics and covering sub-process, approvals, auditing reports, and specific scenarios with examples.*

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★Please share this article with employees in your department.

### **Required Employee Notices and Important Reminders for FY2022**

A campus email was sent last week reminding faculty and staff at Texas A&M University to be aware of federal and state laws as well as The Texas A&M University System regulations that affect them in the workplace. Please remind your employees that they should review these important required notices on an annual basis. [Read the notices online here.](#)

Also, please remind employees to **review and update their personal and employment contact information** for fiscal year 2022 within Workday. Their participation in keeping this information up to date assures the university has accurate information for the online directory, emergency contacts, and demographics for federal, state and university reporting compliance. Employees should also make sure that their work email address in Workday is their official TAMU email address. This will ensure that email communications from the University are distributed to the correct University business account. [Instructions to update personal information in Workday are available online.](#)

If you have questions, please email [hr-feedback@tamu.edu](mailto:hr-feedback@tamu.edu).

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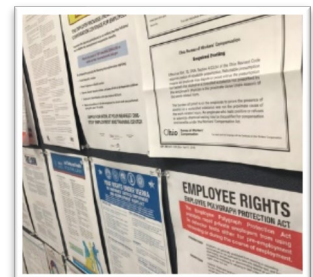
### **Required and Recommended Workplace Posters**

HR Liaisons are responsible for posting current **Required and Recommended Workplace Posters** for their office. Federal and State regulations **require** employment law posters to be prominently displayed in [conspicuous locations](#) so as to be accessible to all employees and applicants. [The posters are found online here.](#)

If you have questions about workplace posters, please contact HROE Employee Relations at [employee-relations@tamu.edu](mailto:employee-relations@tamu.edu) or at (979) 862-4027.

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★Please share this article with employees in your department.



## Employee October Flu Vaccine Clinics - **SAVE THE DATE**

All Texas A&M University faculty, staff, retirees and dependents who are covered under the Texas A&M Care plan with Blue Cross and 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.\*

*Additional information coming soon!*

<b>Saturday, October 9</b>	College Station High School
<b>Thursday, October 14</b>	Memorial Student Center
<b>Saturday, October 16</b>	Fan Field
<b>Friday, October 22</b>	Texas A&M Health Campus
<b>Saturday October 23</b>	Bryan High School
<b>Friday, October 29</b>	Fan Field
<b>Saturday, October 30</b>	Fan Field



*\*To determine your eligibility for these clinics, check your Blue Cross Blue Shield insurance card. If your Identification Number starts with either TXW or ZGB, you are eligible to participate. If you are not eligible for to participate in these clinics, we encourage you to get a flu vaccine at your local pharmacy or medical provider.*

[Students should contact Student Health Services for flu vaccines.](#)

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## Onboarding in Workday

It is imperative that new employees – including student workers - complete their onboarding tasks before making any changes to their information in Workday. Onboarding tasks come in groups and completing a group of tasks causes the next group of tasks to trigger. Completing onboarding in a timely fashion is very important since the onboarding tasks collect Social Security Numbers, tax information and direct deposit information needed by benefits and compensation processes in Workday.

HR Liaisons can use the **Onboarding Status Summary** Report to follow the progress of their new employees. Please assist your new employees by directing them to complete onboarding tasks right away and if an error occurs, to take immediate action by contacting [jobs@tamu.edu](mailto:jobs@tamu.edu) to have the error reviewed and the issue corrected.

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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 for HR Liaisons 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

*Sent on behalf of Financial Management Operations*

### FY22 Payroll Cost Transfer Process

The FY22 Payroll Cost Transfer (PCT) process is now open. PCTs to correct wages for FY21 and FY22 may be entered.

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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 [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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### Costing Allocation Report

Workday Services urges HR Contacts and/or Managers to run the **Missing Costing Allocation** Report prior to each biweekly and monthly payroll business process approval deadline. The report is used to determine which employees are missing costing allocation at the worker position level, so the expense is not charged to the FAMIS default account. Missing Position Restriction levels can also be monitored. The report is accessible via the Workday search bar and the results can be exported to Excel. You will need to run separate reports for each Supervisory Organization you monitor. Please be aware of payroll deadlines as you initiate business processes to correct the costing.

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## EMPLOYEE WELLNESS

★Please share this article with employees in your department.

### Flourish Events

Use your Wellness Release Time.



### Special offerings:

- [Mobile 3D Mammography](#) | 9/20 – 9/22 | 8:00am – 5:00pm
- [Let's Talk Credit Score](#) | 9/21 | 12:00pm – 1:00pm
- [Tai Chi for Beginners](#) | 9/22 | 5:30pm – 6:30pm
- [Cooking with Flourish](#) | 9/23 | 11:30am – 1:00pm
- [Flourish Painters](#) | 9/23 | 5:30pm – 6:30pm
- [Singles Social Network \(SSN\)](#) | 9/23 | 6:00pm – 8:00pm
- [Staff/Faculty Afternoon at Aggie Volleyball](#) | 9/26 | 12:00pm – 3:00pm

### Fitness Schedule\*:

- [Dance Fusion](#) | 9/20 | 12:00pm – 12:45pm
  - [Total HIIT Fusion](#) | 9/20 & 9/22 | 4:45pm – 5:30pm
  - [Stretch & De-Stress](#) | 9/21 & 9/23 | 6:45am – 7:15am
  - [Cycle](#) | 9/21 & 9/23 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](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](#)