



HR LIAISON NETWORK NEWS

September 27, 2021 | Share the following information within your departments as appropriate.

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

- [Guardian Support for Internet Explorer Ending](#)
- [I-9 Reminder – Section 1 Amendments Should be Approved by the Employee](#)
- [Entering Student Hires in Workday](#)
- [Workday Onboarding Warning Message](#)
- [Reminder: Submit Leading Others Nominations by Thursday!](#)
- [New Learning & Development Programs and Development Activities Coming!](#)
- [COVID-19 Return to TAMUS Courses](#)

PAYROLL SERVICES

- [Death of Active Employee](#)
- [Termination Date & Pay Results](#)

EMPLOYEE WELLNESS

- ★ [Flourish Events](#)

ANNOUNCEMENTS

- ★ [Nominations Open: 2021 BV-SHRM Krystal Broussard HR Award of Excellence](#)

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

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

PAYROLL REMINDERS

September 27:

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

September 30:

- #22-03 **Retro** Timesheets and Workday Retro BP Approvals due at 5:00pm

October 1:

- Monthly Pay Day

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

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

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

Guardian Support for Internet Explorer Ending

Moving forward Internet Explorer users may have a degraded experience and eventually may be unable to access Guardian. As system enhancements are released some new features may not be available, fully functional, or render as desired for an optimal experience. System defects tied to Internet Explorer usage will not be addressed.

If Internet Explorer is your default browser, please remember to use other browsers (Chrome, Firefox, etc.) to access the Guardian application.

[Top](#)

I-9 Reminder – Section 1 Amendments Should be Approved by the Employee

As indicated in the [Form I-9 Handbook for Employers M-274](#), only employees may correct errors or omissions made in Section 1. When using Guardian to amend information in Section 1, **you may not** approve the corrections.

Please take the following steps if you need to amend Section 1:

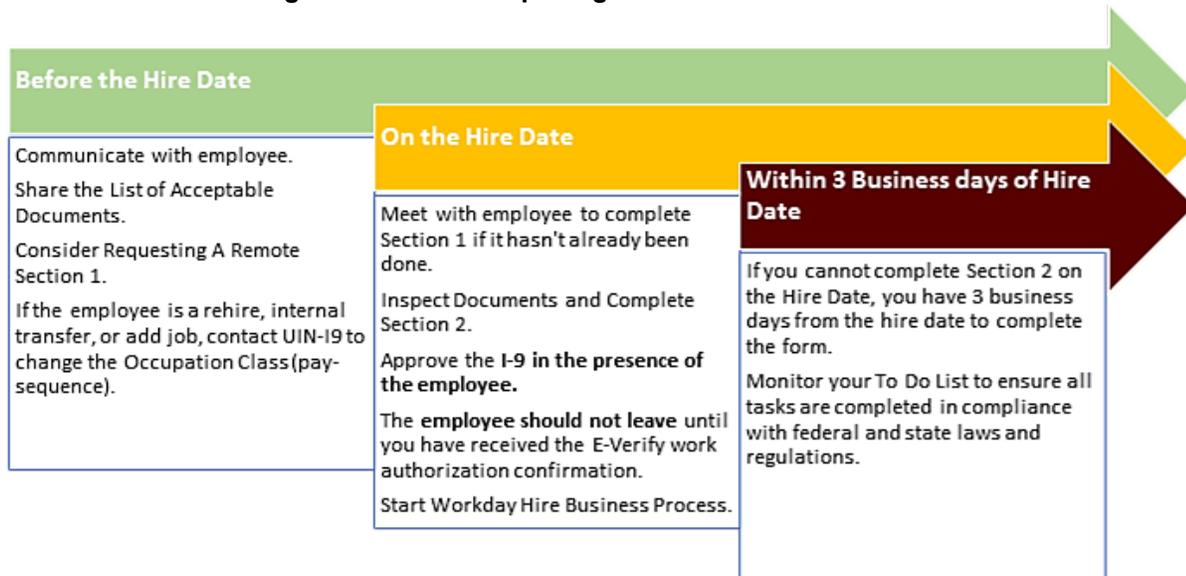
- Ask the employee to meet with you to amend the Form I-9.
- In the employee's presence, add an amendment for the field that needs correction.
- From the action options, select Employee Approve Section 1, and have the employee enter and approve the correction.

[Top](#)

Entering Student Hires in Workday

Before submitting a hire in Workday for Student Workers, please make sure that the Form I-9 is completed. The Form I-9 hire date and the Workday hire date should match.

Please follow the recommended process below to ensure that the Form I-9 is completed on time, and that the hire dates in Workday and Guardian match. Please share this information with hiring managers and remind them that **no one should start working without first completing the Form I-9.**



[Top](#)

Workday Onboarding Warning Message

A warning message was added to the *Contact Change*, *Emergency Contact Change* and *Personal Information Change* business processes if a newly hired Employee initiates those processes before Onboarding. As a reminder, new hires must complete the Onboarding tasks via their Workday inbox before initiating standalone business processes. Onboarding resources are available in the [New Employee Onboarding section online](#).

[Top](#)

Reminder: Submit Leading Others Nominations by Thursday!

Nominations for the Spring 2022 Leading Others cohort ends this Thursday, September 30. The [nomination form can be accessed online](#); or, you can visit Lead.tamu.edu to obtain the form and learn more about the program.

As a reminder, Leading Others is the second-level of Texas A&M's new leadership development framework; and, the first program to launch. The program is designed for emerging leaders or leaders of individual contributors (e.g., formal, intact-groups, project groups, or informal groups) with the intent to **enhance competencies of those who lead groups and help one transition from being an individual performer to leading a group of people**. It is already yielding [great reviews and results](#).

And, if you would like to be kept informed of future updates in our journey of transforming competency development across the University, [sign up here](#).

Contact Lead@tamu.edu with any questions.

[Top](#)

New Learning & Development Programs and Development Activities Coming!

As part of a multi-year shaping plan, we have been working with representatives from across the Texas A&M University community to transform leadership and employee development. It is competency-based, progressive development in alignment with one's role – current and future. And, we are pleased to share new programs and development activities will launch this coming spring – Spring 2022.

One of which is **Leading Self** – everyone is a leader at Texas A&M – you do not have to be a supervisor or manager to lead. This leadership development program helps university employees *build foundational leadership competencies to enable a common language, practice, and culture across the University community*.

The other is **Functional Development for HR** - the inaugural functional development program. The intent of the functional development programs is to *provide more holistic and integrated development, enhance competencies, as well as help better prepare one to transition and career path into a key functional role* such as HR Liaison, Business, Academic Advising, etc.

In addition, we are now seeking nominations for the next **Leading Others** cohort (Spring 2022) Lead.tamu.edu. It is for emerging leaders or leaders of individual contributors (formal, intact groups, project groups, or informal groups). The intent is to enhance competencies of those who lead groups and help one transition from being an individual performer to leading a group of people. Leading Others is yielding great results since its launch in 2019 – the majority of participants' supervisors indicate participants are delegating more work, providing specific expectations, and coaching to improve performance. The top response from supervisors indicates less conflict between the participant and their team.

Keep an eye out for more information as the year progresses. In the meantime, consider these new development activities as you devise performance goals. And, check out Lead.tamu.edu or OrgDev.tamu.edu to learn about our new direction in developing employees across the Texas A&M community. If you have any questions or need assistance, contact orgdev@tamu.edu.

[Top](#)

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.

[Top](#)

PAYROLL SERVICES

Death of Active Employee

When you receive notification that an active employee has passed away, please email payroll@tamu.edu as soon as possible. In many cases, payroll payment cancellation and direct deposit reversal must be initiated by the department, especially if an employee deceases after the current biweekly or monthly business process approval deadline but before actual payday. The payment in process must be halted so final regular pay can be refigured and taxed correctly. Payroll can assist you in review of their final regular pay status and needed payouts. For more information please see [Death Benefits & Final Regular Pay](#) on our website.

[Top](#)

Termination Date & Pay Results

In Workday, the termination date is considered the last day worked. Payroll calculates final regular pay based on the termination date. If you enter a different "paid through" date as part of your business process, note that this date is for severance tracking and is not picked up for calculation. Please contact HROE at Employee-Relations@tamu.edu if you have any questions regarding the termination business process.

[Top](#)

EMPLOYEE WELLNESS

★Please share this article with employees in your department.

Flourish Events

Prioritize better sleep. Try a new form of exercise. Dabble in a new hobby. Take time for your wellness.



Special offerings:

- [Sleep Series: Science of Sleep](#) | 9/28 | 11:00am – 12:00pm
- [Yoga Nidra](#) | 9/29 | 11:45am – 12:30pm
- [Tai Chi for Beginners](#) | 9/29 | 5:30pm – 6:30pm
- [Camping 101: General Overview/Safety](#) | 9/30 | 11:00am – 12:00pm
- [Creative Crafting Circle](#) | 9/30 | 12:00pm – 1:00pm
- [Flourish Painters](#) | 9/30 | 5:30pm – 6:30pm

Fitness Schedule*:

- [Dance Fusion](#) | 9/27 | 12:00pm – 12:45pm
- [Total HIIT Fusion](#) | 9/27 & 9/29 | 4:45pm – 5:30pm
- [Stretch & De-Stress](#) | 9/28 & 9/30 | 6:45am – 7:15am
- [Cycle](#) | 9/28 & 9/30 from 4:45pm – 5:30pm | 10/2 from 10:00am – 10:45am

*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](#) and social media on [Facebook](#), [Twitter](#), and [Instagram](#).

[Top](#)

ANNOUNCEMENTS

★Please share this article with employees in your department.

Sent on behalf of Brazos Valley Society for Human Resource Management (SHRM)

Nominations Open: 2021 BV-SHRM Krystal Broussard HR Award of Excellence

Please consider taking this prime opportunity to recognize an outstanding HR professional for their expertise, hard work and dedication by nominating them for this prestigious award. Even the nomination itself will serve as a personal thank you to the professional, and it will also give the individual recognition within the BV-SHRM community. The award winner will receive a plaque, a \$250 donation to the SHRM Foundation in their name, and recognition at our annual banquet, in the local newspaper, and in BV-SHRM publications.

Attached, please find a nomination form and detailed instructions. **Nominations are due by Friday, October 15, 2021.**

Thank you in advance for your consideration. If you have any questions, please contact Toni.steele@k2share.com.

[Top](#)





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](#)