



HR LIAISON NETWORK NEWS

September 6, 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 6:

- #22-01 Current Timesheets, Workday BP Approvals, Lump Sum Payouts, PPRs & Time Off Requests due at 11:00am
- #22-01 Pay Calculation Results Report available at 12:00pm

September 7:

- #22-01 Pay Calculation Results Report refreshed at 10:00am
- #22-01 Timesheets Locked; only Timekeepers can update
- Run Timekeeper Reports

September 8:

- #22-01 BW Final Pay Calculation Results Report available at 2:00pm

September 10:

- #22-01 Biweekly Pay Day

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

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

★ Please share this article with employees in your department.

Emergency Leave – Death of a Family Member

Emergency leave due to death of a family member usually must be taken within 30 days from the date of death, per section 2.1 of [System Regulation 31.03.03](#). Given the impact on funeral and celebration of life events as a result of the COVID-19 pandemic, the waiver of the 30-day requirement has been extended by the Texas A&M System through December 31, 2021. Questions may be emailed to:

- Texas A&M employees: benefits@tamu.edu
- A&M Health employees: hschr@tamu.edu

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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.

- The first tab is a summary of past due employees by Executive Level 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

National Payroll Week

Throughout history, payroll has ensured that payday is the best day of the week! [National Payroll Week](#), September 6-10, 2021, celebrates America's employees and the payroll professionals who pay them. Together through payroll withholding, we contribute, collect, report and deposit 70% of the U.S. Treasury's annual revenue, about \$2.4 trillion per year.

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One-Time Merit Payments

Sent on behalf of the Office of Budget & Planning

One-time merit payments submitted via template to the Budget office will be paid on September 10, 2021 for biweekly employees and October 1, 2021 for monthly employees. Please see [Merit Process](#) information on HROE's website for additional information. For questions regarding one-time merit payments, please contact Classification and Compensation at 979.845.4170 or email hrcomp@tamu.edu or for Texas A&M Health departments, contact Kim Johnson at 979.436.9182 or email hschr@tamu.edu.

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EMPLOYEE WELLNESS

★ Please share this article with employees in your department.

Flourish Events

You are doing a great job. Take a moment to soak that in. To celebrate it.

Special offerings this week:

- [Coffee Chat & Connections](#) | 9/8 | 2:00pm – 3:00pm
- [Flourish Single Parent Zone](#) | 9/9 | 12:00pm – 1:00pm



- [Kindred Spirits Fighting Cancer](#) | 9/10 | 12:00pm – 1:00pm

Take advantage of our fitness classes:

- [Dance Fusion](#) | 9/6 | 12:00pm – 12:45pm
- [Total HIIT Fusion](#) | 9/6 & 9/8 | 4:45pm – 5:30pm
- [Stretch & De-Stress](#) | 9/7 & 9/9 | 6:45am – 7:15am
- [Cycle](#) | 9/7 & 9/9 from 4:45pm – 5:30pm | 9/11 from 10:00am – 10:45am

View our [full fitness class schedule](#).

Check out our [scheduling software](#) and mobile app.

Visit our [website](#) and follow us on social media ([Facebook](#), [Twitter](#), and [Instagram](#)) to build community, enter giveaways, and more.

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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](#)