April 18, 2022   |   Share the following information within your departments as appropriate.

HROE PATH FORWARD
Video Message from Brandy Kosh - “Change SUCculents”
Register for the HROE Fellowship Series Lunch – April 28

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS
Reminder Starting Tuesday, April 19: Changes to System-Required Course Assignments
Performance Review Process – Timeline Review

PAYROLL SERVICES
Paid Holiday / Early Release Not on Timesheet
Holiday Pay
Update – Workday Tools

EMPLOYEE WELLNESS
★ Living Well Events

ANNOUNCEMENTS
President's Meritorious Service Award Ceremony April 25

PAYROLL REMINDERS
April 18:
• #22-17 Current Timesheets, Workday BP Approvals, Lump Sum Payouts, PPRs & Time Off Requests due at 11:00am
• #22-17 Pay Calculation Results Report available at 12:00pm
• Monthly Retro Business Process Approvals due at 5:00pm

April 19:
• #22-17 Pay Calculation Results Report refreshed at 10:00am
• #22-17 Timesheets Locked; only Timekeepers can update Run Timekeeper Reports
• Monthly Pay Calculation Results Report available at 12:00pm

April 20:
• Monthly Pay Calculation Results Report refreshed at 10:00am
• #22-17 BW Final Pay Calculation Results Report available at 2:00pm

April 21:
• Monthly Pay Calculation Results Report refreshed at 10:00am
• Monthly PPRs & Lump Sum Payouts due at 11:00am

April 22:
• #22-17 Biweekly Pay Day
• Monthly Pay Calculation Results Report refreshed at 10:00am
• Current Monthly BP Approvals due at 5:00pm

April 25:
• Monthly Pay Calculation Results Report refreshed at 10:00am

Payroll Processing Calendar Key
Processing Schedules
Workday Tools
Navigating organizational change can bring about disruption and feelings of uncertainty and stress but change CAN BE GOOD if it is managed well. Watch this “Change SUCculents” video message from Brandy Kosh, HROE Associate Vice President of Employee Experience, to hear some useful tips on effectively managing change.

Each month, we are featuring a video message from the host of the Fellowship Series for that month.

Register for the HROE Fellowship Series Lunch – April 28
Register for our next HROE Fellowship Series lunch on April 28. HROE will provide sandwiches, dessert, and drinks for those who register in advance. You are welcome to bring your lunch if you have other dietary preferences/needs. Join us to connect and fellowship with each other!

LUNCH & FELLOWSHIP!
Thursday, April 28 | 12:00pm – 1:00pm
General Services Complex (GSC) 101A (750 Agronomy Road)
Parking Lot 88 is open to all valid permits

REGISTER BY APRIL 26
Theme: Change SUCculents!
**Free succulent plants for the first 75 registered participants – must be present to claim your plant!**

Why should you attend? This is your opportunity to meet our HROE staff and get to know us on a more personal level. You will also connect with other HR professionals (liaisons) and their supporters – for a time of food, fun and fellowship!

Special thanks to all who attended the March event! Check out this video featuring photos from the March fellowship lunch!

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

Reminder Starting Tuesday, April 19: Changes to System-Required Course Assignments
As previously announced in the April 11 LNN, two System-required courses—Ethics (99001) and Reporting Fraud, Waste, & Abuse (99003)—will soon be replaced by a new combined course called Ethics & Fraud (2114400). This transition is scheduled for Tuesday, April 19. Here is what will happen:

1. At the end of the business day on Monday, April 18, TrainTraq will be taken offline for about an hour. During this time, System IT will run a special one-time transcript update process to do the following:
   a. All existing assignments to take course numbers 99001 (Ethics) and 99003 (Reporting Fraud, Waste, & Abuse, a.k.a., RFWA) will be removed from employee transcripts. A record of the withdrawn assignments will be available for documentation purposes.
   b. Those employees who have completed both Ethics and RFWA (English or Spanish) within the past 24 months will have a completion of course no. 2114199 (Ethics & Fraud Equivalent) inserted on their TrainTraq transcript. The E&F Equivalent completion will serve as a “transfer credit” that—depending on the date of the completion—will postpone the employee’s next Ethics & Fraud assignment. Approximately 16,000 TAMU employees will receive an E&F Equivalent completion.

2. On Tuesday, April 19, in the early morning, course no. 2114400 (E&F) will be automatically assigned.
a. All employees who previously had assignments to take Ethics or RFWA will receive assignments to take Ethics & Fraud. The E&F assignments will have future due dates even if the previous assignments were past due.

b. Most employees who have a completion of course no. 2114199 (Ethics & Fraud Equivalent) will not receive an E&F assignment on April 19. However, employees who are approaching the refresher/renewal date may receive an E&F assignment.

c. Employees who have completed Ethics & Fraud (2114400) since it became available in December 2021 will not receive an assignment.

d. Note that because 99003 (RFWA) was required every four years and 2114400 (E&F) is required every two years, approximately 9,000 TAMU employees will receive an Ethics & Fraud training assignment on April 19. The benefit is that they will no longer receive separate assignments to take Ethics and RFWA.

No action is needed on your part; the assignment transition process will occur automatically. However, you may receive questions from employees. Attached please find responses to questions that you may be asked. If you have additional questions, please contact Organizational Development at OrgDev@tamu.edu.

Performance Review Process – Timeline Review
Please remind employees that while completing the Workday self-evaluation template is optional, the Workday task must be submitted for the process to advance to the manager. The Performance Review Process Timeline is available on our website. Below are the suggested due dates for a timely completion.

<table>
<thead>
<tr>
<th>Step</th>
<th>Suggested Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Self-Evaluation</td>
<td>4/23/2022</td>
</tr>
<tr>
<td>Manager Review (Do not submit until meeting with employee)</td>
<td>4/30/2022</td>
</tr>
<tr>
<td>Manager – Employee Discussion</td>
<td>5/07/2022</td>
</tr>
<tr>
<td>Manager Submits Review in Workday</td>
<td>5/14/2022</td>
</tr>
<tr>
<td>Employee Acknowledgment</td>
<td>5/21/2022</td>
</tr>
<tr>
<td>Manager Acknowledgment</td>
<td>5/31/2022</td>
</tr>
</tbody>
</table>

For questions, please email us at HRevaluations@tamu.edu

PAYROLL SERVICES

Paid Holiday / Early Release Not on Timesheet
To get the time blocks to create for early release, paid holidays, and inclement weather events, the calculations need to run on the time sheet. These calculations run automatically when employees enter/update time. If an employee does not have worked time to enter or update (paid time off, holidays all week) or they entered all time prior to the event being added to the calendar, they should Run Calculations on their time sheet. You can find the option to “Run Calculations” in the Actions menu on the top right hand side of the employee's time sheet. The time sheet needs to be submitted and approved for the time to pay.

Alternatively, Timekeepers can choose to run calculations for everyone or groups of individuals.

Run Time Calculations for a Date Range:
1. Search for Run Time Calculations for a Date Range report.
2. Select the workers for whom you’d like to run calculations.
3. Enter Run Frequency [Run Now].
4. Enter a Request Name.
5. Select a Start Date and End Date to define the date range for calculations.
6. Click OK to run process.

See Holiday Time Off, Early Release and Timesheets for more information.

Holiday Pay
As per System Regulation 31.04.01 System Holidays Section 1.3, if an employee has unpaid Time Off for the entire workday immediately before or after a holiday, they **should not** be compensated for the holiday(s). The employee or Absence Partner should submit Unpaid Time Off to make sure the employee is not paid for the holiday(s).

**Update – Workday Tools**
The *Lump Sum Vacation Time Off Payout* information under Workday Tools has been revised. Please reference this information for future lump sum and deferral vacation time off payouts.

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**EMPLOYEE WELLNESS**

*Please share this article with employees in your department.*

**Living Well Events**

We have plenty of events this week for you including **two appreciation giveaways** happening on our Facebook, Instagram, and app. Check them out!

**Special offerings:**
- **Crafting Circle - April Evening** | 4/18 | 5:30pm - 6:30pm
- **Yoga Nidra** | 4/19 | 8:30pm - 9:15pm
- **Crushing Change Through Resilience** | 4/21 | 11:30am - 12:30pm

**Personal interest groups:**
- **Infertility Connection** | 4/20 | 12:00pm - 1:00pm
- **Coffee Chat & Connections** | 4/20 | 2:00pm – 3:00pm
- **Bariatric Buddies** | 4/21 | 12:00pm – 1:00pm

**Fitness offerings:**
- **Total HIIT Fusion** | 4/18 & 4/20 | 4:24pm – 5:30pm
- **Stretch & De-Stress* by PEAP** | 4/19 & 4/21 | 6:45am – 7:15am
- **Dance Fusion** | 4/20 | 12:00pm – 12:45pm

*Please be aware of our participation procedures.*

Download our app by searching “Living Well TAMU” or access our [web app](#). Visit our social media on [Facebook](#), [Twitter](#), and [Instagram](#) for contests, connecting with one another, and more.

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**ANNOUNCEMENTS**

**President's Meritorious Service Award Ceremony April 25**

All University employees, as well as SSC/Chartwells employees, are invited to attend the award ceremony as we recognize outstanding staff for demonstrating their commitment to the Aggie core values of respect, excellence, leadership, loyalty, integrity, and selfless service.

**Monday, April 25, 2022**

10:30 a.m. | MSC Bethancourt Ballroom

A reception with refreshments will be held following the ceremony.

Please join us in recognizing the recipients of the 2022 President's Meritorious Service Awards and in congratulating them for their selfless service to Texas A&M University.
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