April 4, 2022   |   Share the following information within your departments as appropriate.

HROE PATH FORWARD
Updated Human Resources Career Ladder
Next HROE Fellowship Series – April 28

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS
* Dual Employment with Another State of Texas Agency
* Performance Review Process
* Form I-9 Reminders
* Past Due System Required Web-based Training (WBT) Report

PAYROLL SERVICES
Workday Cost Allocation Reminders

EMPLOYEE WELLNESS
* Living Well Events

PAYROLL REMINDERS
April 4:
• #22-16 Current Timesheets, Workday BP Approvals, Lump Sum Payouts, PPRs & Time Off Requests due at 11:00am
• #22-16 Pay Calculation Results Report available at 12:00pm

April 5:
• #22-16 Pay Calculation Results Report refreshed at 10:00am
• #22-16 Timesheets Locked; only Timekeepers can update
• Run Timekeeper Reports

April 6:
• #22-16 BW Final Pay Calculation Results Report available at 2:00pm

April 8:
• #22-16 Biweekly Pay Day

Payroll Processing Calendar Key Processing Schedules
Workday Tools

HROE PATH FORWARD

Updated Human Resources Career Ladder
The Classification and Compensation office has worked with HROE’s executive leadership to expand the Human Resources (HR) Career Ladder; creating more levels and revising generic job descriptions. Updates to pay grades, FLSA status, and generic job descriptions for existing and new titles in the HR Career Ladder are now available on the HR Career Ladder webpage.

For questions regarding the HR Career Ladder contact Classification and Compensation at 979-845-4170 or by email at hrcomp@tamu.edu, or hschr@tamu.edu for Texas A&M Health departments.

Next HROE Fellowship Series Brown Bag Lunch – April 28
Save the date for our next HROE Fellowship Series Brown Bag Lunch scheduled for April 28. Brandy Kosh, Associate Vice President of HROE, will host this event based on the theme “Change SUCCulents”! We recognize that navigating organizational change can bring about feelings of uncertainty and stress. Together, we can learn to acknowledge, manage, and even embrace change to build on the bright future that lies ahead for HR professionals! To help you prepare to blossom and grow with HROE, we’ll be giving succulent plants for the first 75 registered participants of the April fellowship. Registration and more details will be coming soon!
HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

★Please share this article with employees in your department.

Dual Employment with Another State of Texas Agency
If an employee plans to take on an additional job with another State of Texas agency, the Dual Employment Agreement Form must be submitted to the Classification and Compensation Office for review prior to the employee commencing additional employment with another State of Texas agency. This would mean the employee would work for Texas A&M University and another state agency, such as University of Houston, TX DOT, Sam Houston State University, etc... The employee may accept additional employment with another State of Texas agency provided the employee obtains advance approval from the Department Head or designee of the employee’s primary position and the approval of the Department Head or designee from the employing department. The Dual Employment Agreement Form does not need to be renewed each fiscal year. Departments should submit new Dual Employment Agreement Forms if the employees’ rate of pay, classification, FLSA exemption status, and/or nature of the work has changed.

For questions regarding dual employment for student and staff positions, contact Classification and Compensation at 979-845-4170 or by email at hrcomp@tamu.edu, or hschr@tamu.edu for Texas A&M Health departments. Visit the Dual Employment webpage for other resources.

Performance Review Process
As scheduled, the performance review process for staff successfully launched on April 1, 2022. If you have questions about the review process, the timeline, or need detailed instructions to complete the review, please visit our Performance Management website or email hrevaluations@tamu.edu.

Form I-9 Reminders
As we prepare for the end of the spring semester and summer hire events, remember to routinely monitor your Guardian To Do List and take action as indicated.

Reminders:
- The Form I-9 should be completed electronically, using Guardian. Paper Form I-9s should only be used as a last resource.
- If the Form I-9 is completed late, add a compliance note to the OnDocs. Indicate the reason for the delay and the steps that will be taken in the future to prevent these issues.
- Approve the Forms in the presence of the employee and ensure that the E-Verify case closes with “Employment Authorized” result.
- Resolve TNCs immediately. E-Verify regulations require that all cases must be closed within 10 business days of the original submission.
- Check the announcements tab to stay informed regarding Guardian processes and updates related to federal and state regulations.
- Use the Form I-9 Contact Form for questions. This will ensure we have the information we need to quickly answer questions.

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.

1. The first tab is a summary of past due employees by Executive Level 2.
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.
PAYROLL SERVICES

Workday Costing Allocation Reminders
Sent on behalf of Financial Management Operations (FMO)

As you prepare for end of the semester, please keep the following points in mind:

- Always cover full current pay period. Workday aggregates the pay owed to the employee over the entire pay period.
  - Example: If a monthly employee’s term starts on 8/15 and the costing allocation only covers from 8/16-8/31, the pay will be partially funded by the costing allocation for the worker position (8/16-8/31) and partially by the position restriction because 8/1-8/15 isn’t covered by costing allocation. If there is not a position restriction costing allocation, partial funding will be from Workday default account.
  - For biweekly pay, start date will be Sunday of the two-week period. Refer to biweekly pay schedule for dates covered by pay period.
  - If end date is entered, be sure to cover the full pay period.

- Costing allocations do not drive payroll. Omissions or extensions of costing allocations do not cancel payroll or extend payment. There must be an active Annual Work Period, Disbursement Period, and Compensation Period in order for an employee to be paid.

- Costing allocations for employees should be Worker Position, not Worker Position Earnings.

- End date is not required unless using a grant account. Best practice is to leave end date blank; until final payroll for employee has been calculated by payroll department.

- When submitting a new costing allocation, start a new line with the first date of new allocation. Enter an end date in the prior costing allocation one day prior to start of new allocation. Do not overwrite a costing allocation, as this may cause a blank costing allocation while new allocation is being approved.

EMPLOYEE WELLNESS

Please share this article with employees in your department.

Living Well Events
Looking for a way to get the most out of your week? Check out our programs.

Special offerings:
- Catapult Exams | 4/5 & 4/6 | 7:30am – 2:30pm
- Raising Financially Savvy Kids | 4/5 | 12:00pm – 1:00pm
- Public Speaking for Professionals Part 1 | 4/5 | 5:30pm – 7:00pm
- Yoga Nidra | 4/5 | 8:30pm – 9:15pm
- Lessons from Ross Bjork | 4/7 | 12:00pm – 1:00pm
- Evening at Blue Bell Park | 4/7 | 6:00pm – 9:00pm
- Pet Cuddle Break | 4/8 | 11:00am – 12:00pm

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