August 15, 2022 | Share the following information within your departments as appropriate.

**HROE PATH FORWARD**

**August 25** Fellowship Series Lunch

**REMINDER:** Sunset of the HR Liaison Network News

Delay Changes to Supervisory Organizations including Creating New Ones

HR Professionals Transitioning to HROE – Update Workday Delegates

**HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS**

Temporary Pause - Compensation Change Actions for Staff

Important August SGIP Reimbursement Information

E-Verify Outage

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International Students – On-campus Employment Reminders

**PAYROLL**

Biweekly Pay Period #23-01 Earlier Deadlines and Estimated Hours

Delegates in Workday

**EMPLOYEE WELLNESS**

*Living Well Events*

**PAYROLL REMINDERS**

**August 17:**
- Monthly **Retro** Business Process Approvals due at 5:00pm

**August 18:**
- Monthly Pay Calculation Results Report Available at 12:00pm
- #22-26 **Retro** Timesheets and Workday Retro BP Approvals due at 5:00pm

**August 19:**
- Monthly Pay Calculation Results Report refreshed at 10:00am

**August 22:**
- Monthly Pay Calculation Results Report refreshed at 10:00am
- Monthly PPRs & Lump Sum Payouts due at 11:00am
- #22-26 Current Timesheets, Workday BP Approvals, Lump Sum Payouts, PPRs & Time Off Requests due at 11:00am
- #22-26 Pay Calculation Results Report available at 12:00pm

**August 23:**
- #22-26 Pay Calculation Results Report refreshed at 10:00am
- Monthly Pay Calculation Results Report refreshed at 10:00am
- #22-26 Timesheets Locked; only Timekeepers can update
- Run Timekeeper Reports
- Current Monthly BP Approvals due at 5:00pm

[Payroll Processing Calendar Key]

[Processing Schedules]

[Workday Tools]
August 25 Fellowship Series Lunch
A reminder email was distributed this morning with a link to register for the HROE Fellowship Series Lunch*.

The August Luncheon is scheduled for Thursday, August 25. Our theme will be “Back to School” hosted by Mary Schubert, Director of HROE Continuous Improvement & Service Quality.

*NOTE: The HROE Fellowship Series meetings are open to the HR professionals (liaisons) who are transitioning to report to HROE starting September 1 and the current HROE staff. A direct email will be sent to these employees with a link to register.

REMINDER: Sunset of the HR Liaison Network News
In alignment with the Texas A&M Path Forward, the HR Liaison Network will be phased out and all HR Professionals will report directly to HROE effective September 1, 2022. As a result, the HR Liaison Network News (newsletter) will be sunset. A new weekly email newsletter will be launched to communicate HROE news, events, and deadlines each week. All HROE staff will automatically receive this newsletter. Anyone else who would like to continue receiving this communication may complete this form to subscribe. The newsletter will launch Tuesday, September 6, following the Labor Day campus holiday. Please email HR-feedback@tamu.edu if you have questions.

Delay Changes to Supervisory Organizations Including Creating New Ones
HROE’s Continuous Improvement & Service Quality (CISQ) department is managing all organizational changes resulting from the implementation of the Texas A&M Path Forward. To ensure that we prioritize changes that must be in place by September 1, we ask that you hold off on requesting changes to supervisory organizations including creating new sup orgs until after August 29. This is because the changes you are requesting may have an unintended impact on other organizational changes that are already in progress. If you have an urgent need, please contact CISQ at HRnetwork@tamu.edu.

HR Professionals Transitioning to HROE – Update Workday Delegations
We would like to remind all HR Professionals who will be transitioning to HROE to review their current Workday delegates to ensure that your delegates are HROE personnel going forward. Please work with your respective Hub Director to determine appropriate backups for HR processes. If you need help updating your delegates, please check out the Manage Delegations Job Aid for step-by-step instructions. If you have questions about Workday delegations, please contact CISQ at HRnetwork@tamu.edu.

Temporary Pause - Compensation Change Actions for Staff
Due to the Merit Module closing on August 12th, Classification & Compensation is implementing a temporary pause on all Request Compensation Change actions for staff effective immediately to ensure that merit is accurately applied. This pause will remain in effect until after the HROE Workday Pause Period has been lifted (see HROE Guidelines that were communicated in July to our HR Liaison Network).

Departments are still able to route memos for approval for actions such as Equity, Temporary Salary Increase, and increases that exceed the pay-plan maximum but we ask that no actions be submitted in Workday to request compensation changes. For Hiring Salary Adjustments, Job-Related Skill Enhancements, and/or allowances, a workaround will need to be requested to process these requests (see instructions below regarding workaround).

Memos and/or workaround requests must be sent via email to Laura Krajca (lkrajca@tamu.edu), Manager of Classification and Compensation, for review and approval. Requests for workarounds must include the following information:
What is the effective date for the compensation change action?
Is the employee receiving merit on 9/1/22?
What will be the employee’s final 9/1/22 salary?

For questions regarding this pause, contact Classification and Compensation at 979-845-4170 or by email at hrcomp@tamu.edu.

Important August SGIP Reimbursement Information
August SGIP reimbursement information is being submitted on August 16th. Employees hired after this date, or those who had not yet completed their benefit event will not be reimbursed in August. Employees enrolled in insurance coverage in August and not reimbursed will be issued two months of insurance reimbursement on their September pay. Please inform employees they should expect a 6 week delay on their SGIP reimbursement if starting coverage in August. The attached flyer provides information on the SGIP reimbursement process and timeline expectations.

E-Verify Outage
E-Verify is currently experiencing technical difficulties and not accepting requests. No resolution ETA has been provided. Note that all eligible submissions will remain queued within Guardian and resume once communication is restored. Questions? Please use the contact form.

Expired Work Authorizations
Please monitor your Guardian To Do List and update work authorization documents that will be expiring soon or have already expired. If employees do not have updated work authorization documents, please terminate them in Workday. In some instances, employees may be placed on a leave of absence without pay. Employees may not use accrued vacation once the work authorization has expired. Questions? Please use the contact form.

International Students – On-campus Employment Reminders
- New students must complete the check in with ISS. Their record must be active in the SEVIS system to be eligible for on-campus employment and before completing the Form I-9.
- Students may work 20 hours a week while school is in session and full-time during the vacation periods (winter, spring, and summer break).
- Students should not work on campus after their I-20 has expired, after the day of graduation, receiving a Letter of Completion (graduate students only), or after the completion of their academic program.
- If students graduate and change degree level they may only work AFTER receiving a new I-20 from ISS.
- Students are not eligible for on-campus employment at Texas A&M University if they transfer to another institution.
- If students violate any of the on-campus employment rules from Department of Homeland Security, they will be in direct violation of the F-1 or J-1 program. Their SEVIS record will be subject to termination, and they may be required to leave the U.S. If their record is terminated, they may become ineligible for off campus employment such as CPT or OPT and they will be required to exit the U.S immediately.

For more information, please visit International Student Services.

PAYROLL

Biweekly Pay Period #23-01 Earlier Deadlines and Estimated Hours
Please notify your employees, managers, timekeepers and business process approvers of the earlier deadlines and plan accordingly.

Due to the upcoming Labor Day Holiday, the biweekly pay period #23-01 Retro Timesheets & Business Process approvals have an earlier deadline of Wednesday, August 31st at 5:00pm. Please make sure retro timesheet corrections between July 10th through August 20th are submitted and approved and any retro business processes effective prior to August 21st are fully completed by this deadline.

Additionally, current timesheets for biweekly pay period #23-01 have an earlier deadline and are due Friday, September 2nd at 11:00am, but the pay period doesn’t end until September 3rd, which means estimated time, payday will be September 9th.
Benefit eligible biweekly paid employees without sufficient accrued time off should not be allowed to estimate time. It is advised that non-benefit eligible employees such as student employees, GANTS, and temp/casual employees not be allowed to estimate time. Missed hours and other timesheet corrections can be added to a timesheet up to three prior pay periods and resubmitted to the manager for approval and payment at a later date. **Note:** Timesheets and business processes approved after deadlines will pay on the employees next regularly scheduled payday, starting with the September 23rd biweekly payday.

**Delegates in Workday**
Please ensure Managers, Absence Partners, and Timekeepers have delegates established in Workday to approve hours and time off requests, run reports, and move forward and/or approve business processes. Please consult the [Manage Delegations](#) Job Aid for step-by-step instructions.

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**EMPLOYEE WELLNESS**

★Please share this article with employees in your department.

**Living Well Events**
We are on an interim schedule from August 8 through 23. Check out our [calendar](#) and stay tuned to our app for new classes and programs added regularly.

**Program news:**
**Introducing Create & Support** – We are updating our program categories to merge the Arts & Literature and Social & Support tabs into Create & Support. In the long run, this will be easier to navigate to find desired programs since the two former categories often overlapped. We appreciate your support and understanding as we continue to strive to better our program by diminishing limitations/obstacles.

**Fitness offerings:**
Check out our [fall interim schedule](#),

*Please be aware of our [participation procedures](#).*

Download our app by searching “Living Well TAMU” or access our [web app](#).
Check out our [calendar](#).
Follow our socials: [Facebook](#), [Twitter](#), [Instagram](#), and [LinkedIn](#).

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**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](mailto:employees.tamu.edu/liaisons)