August 22, 2022 | Share the following information within your departments as appropriate.

**HROE PATH FORWARD**

*August 25 Fellowship Series Lunch*

**HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS**

*Graduate Employee Benefits Orientation*
*Annual TrainTraq Assignment – Required Emergency Alert System Notification*

**PAYROLL**

*Timesheet Approval and MGT Transitions*
*Biweekly Pay Period #23-01 Earlier Deadlines and Estimated Hours*
*Ensure New Hires Complete Onboarding Tasks*

**EMPLOYEE WELLNESS**

*Living Well Events*

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**PAYROLL REMINDERS**

**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

**August 24:**
- Monthly Pay Calculation Results Report refreshed at 10:00am
- #22-26 BW Final Pay Calculation Results Report available at 2:00pm

**August 25:**
- Monthly Final Pay Calculation Results Report available at 2:00pm

**August 26:**
- #22-26 Biweekly Pay Day

**August 31:**
- #23-01 Retro Timesheets and Workday Retro BP Approvals due at 5:00pm *Earlier Deadline*

**Payroll Processing Calendar Key Processing Schedules Workday Tools**
HROE PATH FORWARD

August 25 Fellowship Series Lunch
The HROE August Fellowship Series Luncheon is scheduled for this 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.

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

★ Please share this article with Graduate Assistants in your department.

Graduate Employee Benefits Orientation
Benefit Services will be offering multiple sessions of Graduate Employee Benefits Orientation for Graduate Assistants who have questions or would just like to find out more about their employee benefits. Please share this with your Graduate Assistants.

Click on the link below to register for a session:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/26/2022</td>
<td>2pm - 3:30pm</td>
<td>Register Here</td>
</tr>
<tr>
<td>8/31/2022</td>
<td>1pm - 2:30pm</td>
<td>Register Here</td>
</tr>
<tr>
<td>9/2/2022</td>
<td>9am - 10:30am</td>
<td>Register Here</td>
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</tbody>
</table>

Questions? Email Grad-Employment@tamu.edu

Annual TrainTraq Assignment – Required Emergency Alert System Notification
On September 1, Texas A&M faculty and staff employees will receive an automated TrainTraq assignment to take “Required Emergency Alert System Notification” (TrainTraq course no. 2111669). HROE staff do not need to assign this course or to follow up on overdue assignments. This course will not be tracked on the monthly training compliance reports.

Background info: This course is assigned annually to notify employees about a state law (Texas Education Code §51.218) that requires all institutions of higher education to establish an emergency alert system (EAS) for their campus and to notify employees annually of their right to elect to participate or not participate in the EAS. Employees will access a two-page “course” (see attached screenshots) that will route them to a page on the Code Maroon web site. On the Code Maroon page, they can choose to either subscribe/change settings for message alerts or opt out. Incomplete assignments will be withdrawn 45 days after the assignment is made. If employees are already subscribed, they do not need to make changes and can close the browser. If employees have questions about how to use Code Maroon, they should either e-mail codemaroon@tamu.edu or call Help Desk Central at (979) 845-8300. For other questions, please contact Organizational Development at orgdev@tamu.edu.

PAYROLL

Timesheet Approval and MGT Transitions
Biweekly timesheets for pay period #23-01 (Aug 21 – Sep 3) are due September 2nd. Timekeepers and Managers who will be transitioning due to the MGT recommendations on September 1st need to review their Workday delegates for timesheet and time off approvals. All need to ensure that timesheets and time off requests for the first biweekly of FY23 are approved by the deadline of the 2nd at 11:00am. On Tuesday, September 6th after the Labor Day Holiday, only a Timekeeper or their delegate will be able to add hours and submit timesheets on behalf of employees and managers.

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 students, 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.

Ensure New Hires Complete Onboarding Tasks

Please be sure to verify that all new hires are completing their Workday Onboarding inbox tasks. Payroll is seeing an increase in employees without mailing addresses or Direct Deposit. If employee elects to not enroll in Direct Deposit, it is critical that they enter a valid mailing address in Workday. This will ensure that they receive their pay checks timely as Payroll is mailing all paper pay checks. A valid and complete address includes the Apartment # or Unit #.

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**EMPLOYEE WELLNESS**

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

**Living Well Events**

Our interim schedule ends on Tuesday, August 23.

Our fall semester begins on Wednesday, August 24. Check out our [calendar](#) for regularly posted events.

Get complimentary and discounted [Faculty and Staff Appreciation tickets](#) in partnership with Texas A&M Athletics: code FACSTAFF.

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

- Pilates | 8/24 | 11:45am – 12:30pm
- Body Blaster | 8/24 | 12:15pm – 1:00pm
- PUMP | 8/24 | 4:45pm – 5:30pm
- Cardio Water | 5/24 | 5:30pm – 6:15pm
- Stretch & De-Stress | 8/25 | 6:45am – 7:15am
- Yoga | 8/25 | 11:45am – 12:30pm
- Cycle | 8/25 | 4:45pm – 5:25pm | 8/28 | 3:00pm – 3:45pm
- Outdoor Cardio Water | 8/26 | 12:15pm – 1:00pm

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

Download our app by searching “Living Well TAMU” or access our [web app](#).

Follow our socials: Facebook, Twitter, Instagram, and LinkedIn.

*Ticket offers are exclusive to Texas A&M University faculty, staff, and their families. Tickets are subject to availability.*
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