**HROE PATH FORWARD**

REMINDER: Sunset of the HR Liaison Network News– Welcome “this week in HROE”

**HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS**

- Campus Holiday Monday, Sept. 5 – Labor Day
- Updated Form to Submit Background Checks
- Employees with Expired Work Authorizations

**PAYROLL**

- Ensure New Hires Complete Onboarding Tasks
- Timesheet Approval and MGT Transitions
- Biweekly Pay Period #23-01 Earlier Deadlines and Estimated Hours
- Payroll Contact Changes
- Updated Report Resource

**EMPLOYEE WELLNESS**

- Living Well Events

**ANNOUNCEMENTS**

- **IMPORTANT: Beginning of the Semester Reminders**

**PAYROLL REMINDERS**

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

- **September 1:**
  - Monthly Pay Day

- **September 2:** Earlier Deadline*
  - #23-01 Pay Calculation Results Report available at 12:00pm

- **September 6:**
  - #23-01 Pay Calculation Results Report refreshed at 10:00am
  - #23-01 Timesheets Locked; only Timekeepers can update
  - Run Timekeeper Reports

- **September 7:**
  - #23-01 BW Final Pay Calculation Results Report available at 2:00pm

- **September 9:**
  - #23-01 Biweekly Pay Day

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**HROE PATH FORWARD**

Sunset of the HR Liaison Network News (LNN) – Welcome “this week in HROE”

As you know, all HR Professionals will report directly to HROE effective September 1, 2022. As a result, the HR Liaison Network News (newsletter) as we know it, will be sunset this week. Today’s LNN is the last version of the newsletter that you will receive.

Starting next week, we will welcome our new weekly email newsletter “this week in HROE” in which we will communicate HROE news, events, and deadlines. HROE staff will automatically be subscribed. Others who would like to continue receiving this communication must complete this form to subscribe. “This week in HROE” will launch Tuesday, September 6, following the Labor Day campus holiday. Please email HR-feedback@tamu.edu if you have questions.

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HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

Campus Holiday Monday, Sept. 5 – Labor Day
Remember, we have a new university holiday this year - Labor Day! Campus will be closed Monday, Sept. 5 in honor of the Labor Day holiday. Visit our University Holiday Calendar webpage for a list of FY23 holidays, and to learn more about who determines the university holiday schedule, what to do when you have to work on a scheduled holiday, and other A&M System holiday schedules.

Updated Form to Submit Background Checks
A new form is available to request background checks! This form is to be used if you need to run criminal background checks for processes not connected with a requisition (i.e., Direct Hires, Internal Promotions or Transfers, Volunteers, etc.). If you are hiring a candidate from a requisition, do not utilize this online form. The background check process is initiated in Workday.

Please remember to share these instructions with your employees or volunteers.

Employees with Expired Work Authorizations
Please monitor your Guardian To Do List to identify employees with Work Authorizations that might be expiring soon. These employees will have a yellow dot next to their names. Please work with the employees to have their Guardian record updated with new work authorizations. If the employees cannot present an unexpired, original work authorization document, you must terminate them in Workday. The termination date should match their work authorization expiration date as recorded in the Form I-9.

If you have employees with red dots next to their name, it means their work authorization has already expired and you were late to take action to update their record. Please take immediate action.

If an employee’s Work Authorization has expired, you need to:

- Terminate them in Workday; or
- If they have already received their new Work Authorization Documents, complete and approve a section 3, reverification in Guardian.

Please contact us if you have any questions.

PAYROLL

Ensure New Hires Complete Onboarding Tasks
Please be sure to verify that all new hires are completing their Workday Onboarding tasks from their Workday Inbox. 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 #.

Timesheet Approval and MGT Transitions
Biweekly timesheets for pay period #23-01 (Aug 21 – Sep 3) are due September 2. Timekeepers and Managers who will be transitioning due to the MGT recommendations on September 1 need to review their Workday delegates for timesheet and time off approvals. Timesheets and time off requests for the first biweekly of FY23 must approved by the deadline of the 2nd at 11:00am. On Tuesday, September 6 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.

Please notify your employees, managers, timekeepers, and business process approvers of the earlier deadlines and make plans accordingly.

Biweekly Pay Period #23-01 Earlier Deadlines and Estimated Hours
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 31 at 5:00pm. Please make sure retro timesheet
corrections between July 10 through August 20 are submitted and approved and any retro business processes effective prior to August 21 are fully completed by this deadline.

Additionally, **current timesheets** for biweekly pay period #23-01 have an earlier deadline and are due **Friday, September 2 at 11:00am**, but the pay period doesn’t end until September 3, which means estimated time, payday will be September 9.

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.

**Payroll Contact Changes**
Effective September 1, Payroll is realigning our staff to better serve the new HUBs and their Directors, Managers, etc. Please email or call the HUB primary contact listed below:

<table>
<thead>
<tr>
<th>Group</th>
<th>Shared Email: <a href="mailto:payroll@tamu.edu">payroll@tamu.edu</a> (all Payroll staff have access)</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUB 1 – Leadership</td>
<td>Gale Johnson, 979.845.2787</td>
</tr>
<tr>
<td>HUB 2 – Service</td>
<td>Greg Ruhe, 979.845.2782</td>
</tr>
<tr>
<td>HUB 3 – Integrity</td>
<td>Krystle Smith, 979.845.2797</td>
</tr>
<tr>
<td>HUB 4 – Loyalty</td>
<td>Jennifer Reyes, 979.862.2898</td>
</tr>
<tr>
<td>HUB 5 – Respect</td>
<td>* Vacant *</td>
</tr>
<tr>
<td>HUB 6 – Excellence</td>
<td>Rhonda Hall, 979.845.4809</td>
</tr>
<tr>
<td>HUB Backup</td>
<td>* Vacant *</td>
</tr>
<tr>
<td>TAMUCC, TAMUCT, TAMUS, TAMUSA, TAMUT, TDEM</td>
<td>Merri Tilton, 979.845.4815</td>
</tr>
<tr>
<td>Distribution &amp; Verification</td>
<td>Rhonda Norton, 979.845.3056</td>
</tr>
<tr>
<td></td>
<td>Nicki Cooks, 979.845.2711 (Main Number)</td>
</tr>
<tr>
<td>Management</td>
<td>Joe Corn, 979.845.4807</td>
</tr>
<tr>
<td></td>
<td>Laura Quirino, 979.845.2778</td>
</tr>
<tr>
<td></td>
<td>Dawn Suehs, 979.845.7129</td>
</tr>
</tbody>
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**Updated Report Resource**
A new Resource is available on our website under **Workday Tools > Report Verification**. Please see **Other Useful Reports** for a listing of recommend Payroll reports to run every payroll period. These reports should be reviewed to ensure employees will receive their expected salary / hours, one-time payment request, recurring payments and/or allowances. This is also an opportunity to make sure new hires since the last payroll will receive pay. Initiation of a business process is not assurance that expected pay results are populating as part of the employee’s paycheck. **If an error or omission is identified BEFORE payroll deadlines, payroll staff can work with you and try to correct, as long as business processes are fully completed.**

**EMPLOYEE WELLNESS**

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

Living Well Events
We have some special opportunities to show our appreciation for you this fall: Get [Faculty and Staff Appreciation tickets](#) in partnership with Athletics: code FACSTAFF.

Cope with change at [Navigating the Organizational Whitewater of Uncertainty](#) | 9/28 | 12:30pm - 1:30pm.
Complete your [Wellness Exam](#) early at one of our [Catapult Exams](#).

Personal interest groups:
- [Crafting Circle - Lunchtime Edition](#) | 9/2 | 12:00pm - 1:00pm
Fitness offerings:
Check out our full fall schedule.

- PUMP | 8/29 & 8/31 | 4:45pm – 5:30pm
- Pilates | 8/31 | 11:45am – 12:30pm
- Stretch & De-Stress | 9/1 | 6:45am – 7:15am
- Cycle | 8/30 & 9/1 | 4:45pm – 5:25pm | 9/4 | 3:00pm – 3:45pm

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 faculty, staff, and their families and subject to availability.

ANNOUNCEMENTS

★Please share this article with employees in your department.
Sent on behalf of Scholarships & Financial Aid
** IMPORTANT: Beginning of the Semester Reminders **
Please review the attached memo from Scholarships & Financial Aid regarding beginning of the semester reminders pertaining to:

- Utilizing Work Study Funds
- Proof of Class Schedule and Setting Scheduled Hours Per Week
- Paying Nonfederal Share of Federal Work Study with Other Federal Funds
- Form I-9 and E-Verify Reminders

If you have any work study related questions, please email workstudy@tamu.edu.

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