August 8, 2022 | Share the following information within your departments as appropriate.

HROE PATH FORWARD
SAVE THE DATE: August 25 Fellowship Series Lunch
Sunset of the HR Liaison Network News
Delay Changes to Supervisory Organizations including Creating New Ones

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS
Guardian Issues
Graduate Student Assistants - Health Insurance Waivers Due September 1
Leading Self Informational Session August 18

PAYROLL
Calendar and Pay Schedule Updates
NEW: Workday Eligibility Rules Update
Ensure New Hires Complete Onboarding Tasks
Reminder on Costing Allocation Dates

EMPLOYEE WELLNESS
★ Living Well Events

PAYROLL REMINDERS
August 8:
• #22-25 Current Timesheets, Workday BP Approvals, Lump Sum Payouts, PPRs & Time Off Requests due at 11:00am
• #22-25 Pay Calculation Results Report available at 12:00pm

August 9:
• #22-25 Pay Calculation Results Report refreshed at 10:00am
• #22-25 Timesheets Locked; only Timekeepers can update
• Run Timekeeper Reports

August 10:
• #22-25 BW Final Pay Calculation Results Report available at 2:00pm

August 12:
• #22-25 Biweekly Pay Day

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

Payroll Processing Calendar Key
Processing Schedules
Workday Tools

HROE PATH FORWARD
SAVE THE DATE: August 25 Fellowship Series Lunch
This week a direct email with a link to register for the HROE Fellowship Series Lunch* has been sent to the HR professionals (liaisons) who will be reporting to HROE starting September 1 and the current HROE staff.

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.

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. In order 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.

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

Guardian Issues
We are experiencing technical issues with Guardian. If you cannot access Guardian or if it is taking too much time to launch, you may complete paper I-9s for any hires you might have scheduled for today. If E-Verify cases return an error, please continue to monitor, and resubmit cases as needed.

For questions, please submit the Form I-9 Contact Form or call (979) 458-6703.

Graduate Student Assistants - Health Insurance Waivers Due September 1
International students are required to carry health insurance that meets certain criteria. The health insurance plan is automatically charged to the student’s account. Graduate assistants who are hired by Texas A&M in benefits-eligible positions may meet this requirement by enrolling in a health insurance plan offered by the Texas A&M University System.

To prevent International Graduate Assistants (GA) from being charged the international System Student Health Insurance Plan (SSHIP) fees, HR Professionals must do the following by September 1:

- Confirm the GA is employed in a benefit-eligible GANT, GAR, GAL, GAT position.
- Confirm the GA is not on Leave Without Pay (LWOP)/Leave of Absence (LOA) for the fall semester. Those returning from spring leave must be active in Workday as of September 1. See TAMUS Benefits for Graduate Student Employees – Staff Instructions.
- Run the “Workers with other ID’s” report in Workday to identify active GAs with expired or missing Alien Work Authorization Expiration Date other ID’s.
- Confirm the “Alien Work Authorization Expiration Date other ID” is entered in Workday and it is not expired. If updates are needed, the HR Generalist must contact the GA to complete an I-9 re-verification. This data feeds from the I-9 system to Workday.
- Review HROE’s Fall Insurance Premium Process Timeline. Workday actions for terminations for GAs in appointments less than 12 months must be processed once the dept is notified the GA does not intend to return.
- It is strongly recommended that workday actions are completed within 3 business days of the notification with a reference to the date the department received the notification in the comments. Do not retroactively terminate the employee. The “termination date” is the date the termination is processed in Workday. The “last date worked” is the last date of the active appointment.

System Office will run a report starting on September 1 and will work with International Student Services to remove health insurance fees charged to graduate assistants enrolled in an eligible health plan. The final waiver report for fall 2022 will run at 8 a.m. on Monday, September 26, 2022.
Leading Self Informational Session August 18
Everyone is a leader at Texas A&M! The Leading Self leadership development program helps employees build foundational leadership competencies to enable a common language, practice, and culture across the university community. This program develops competency in Texas A&M’s mission, vision, and values, interpersonal effectiveness, diversity and inclusion, customer service, problem solving and process improvement, and adapting to change.

Click the link below to add the Zoom session to your Outlook calendar!

LEARN MORE BEFORE YOU ENROLL:
Thursday August 18 at 10:00am
Leading Self Informational Session via Zoom

Learn more on the Leading Self webpage. If you have questions email Lead@tamu.edu.

PAYROLL

Calendar and Pay Schedule Updates
The August 2022 Monthly Calendar was updated to reflect an earlier deadline for the #23-01 Biweekly due to the Labor Day Holiday. The FY23 Biweekly Pay Schedule was updated to reflect additional periods that involve estimated time. Please post or distribute the updated items as needed within your department or college.

NEW: Workday Eligibility Rules Update
Workday Services has rescinded the eligibility rules previously announced on the one-time payment plan items noted below; they can continue to be selected to pay outside an employee’s academic pay period. Note that the items do remain under review and future eligibility changes could occur. Items include:

- Camp Instruction
- Extra Pay Outside Regular Job Duty
- Extra Service Pay - Research
- Incidental Activities - Research
- Teaching in Excess of 100% - Faculty
- Teaching in Excess of 100% - Staff

If you have any questions regarding the Request One-Time Payment business process, please contact HROE Classification and Compensation at hrcomp@tamu.edu.

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 #.

Reminder on Costing Allocation Dates
Sent on behalf of Financial Management Operations (FMO).

- Cost allocation start and end dates should be the beginning or ending of a pay period to avoid posting of partial payroll to the Workday default account. For monthly new hires beginning in August, cost allocation start date should be 8/1/22. End date may be left blank. For biweekly employees, the start date should be the Sunday of the pay period they begin working. See biweekly pay period dates online.

- Cost allocation start and end dates are used only to distribute payroll to accounts and do not effect computation of pay.
• Please do not overwrite an existing cost allocation. Add a new line for a new allocation with a start date of the day after the end date of the previous allocation.

Contact Martha Weeks at msweeks@tamu.edu with any questions regarding Part 02 or Part 10 allocations.

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. Stay tuned to our app for new classes and programs added regularly.

Special offering:
• Managing Staff Through Stressful Situations | 8/9 | 10:30am - 11:30am

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.

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