February 14, 2022 | Share the following information within your departments as appropriate.

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

Leave Administration Transitions to Employee Relations
Emergency Leave Due to Death of a Family Member Extended
Commonly Used Workday Reports
Performance Management for Staff Employees
Form I-9 – Internal Review

PAYROLL SERVICES
Manager, Timekeeper and HR Contact Payroll Reports
Zoom Training – Paying Employees in Workday

EMPLOYEE WELLNESS
Living Well Events

ANNOUNCEMENTS
Conjuring the Courage to Confront Yourself
BV-SHRM Business Seminar March 9
Student Employment Impact Award

PAYROLL REMINDERS
February 16:
- Monthly Retro Business Process Approvals due at 5:00pm

February 17:
- Monthly Pay Calculation Results Report available at 12:00pm
- #22-13 Retro Timesheets and Workday Retro BP Approvals due at 5:00pm

February 18:
- Monthly Pay Calculation Results Report refreshed at 10:00am

February 21:
- Monthly Pay Calculation Results Report refreshed at 10:00am
- Monthly PPRs & Lump Sum Payouts due at 11:00am
- #22-13 Current Timesheets, Workday BP Approvals, Lump Sum Payouts, PPRs & Time Off Requests due at 11:00am
- #22-13 Pay Calculation Results Report available at 12:00pm

Payroll Processing Calendar Key
Processing Schedules
Workday Tools

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

Leave Administration Transitions to Employee Relations

HROE Leave Administration which oversees all paid leaves, leave without pay, etc... has transitioned from reporting to our HROE Benefit Services department to our Employee Relations (ER) department. This change involves moving all the webpages, online forms and documents from Benefits to ER.

A Leave icon/link is now found on the ER landing page. To assist with this transition, we will keep the Leave icon/link on the Benefits page as well while we transition all the files and page.

If you need to update a link you have bookmarked or use frequently in emails to your staff, you may replace the word...
benefits with employee-relations in the URL and it will get you to the new page. Example:
- https://employees.tamu.edu/benefits/leave/paid/vacation.html
- https://employees.tamu.edu/employee-relations/leave/paid/vacation.html

If you have questions about Leave Administration, you may email our new email address leave@tamu.edu.

Top

Emergency Leave Due to Death of a Family Member Extended
System Office extended the original waiver of the 30-day requirement whereby an employee must take emergency leave (death of a family member) within 30 days from the date of death. The waiver of the 30-day requirement prescribed in section 2.1 of System Regulation 31.03.03 remains in effect through August 31, 2022.

Top

Commonly Used Workday Reports
Are you struggling to get the data you need from Workday when you need it? Workday contains a lot of information and pulling it out can be challenging. Data Services is happy to introduce the Commonly Used Workday Reports for HR Contacts page. We have combed through a myriad of reports to bring you answers for the questions most often asked. These reports were chosen because they work best with the HR Contact role in Workday. You will find data scenarios that reflect the most commonly asked questions; just click the down arrow to see the name of the report to run in Workday. We welcome your feedback on these reports as well as your suggestions for other reports that you find useful. Please direct questions to HRDataAnalytics@tamu.edu.

Top

Performance Management for Staff Employees
The annual performance review period for staff (non-faculty) employees will begin April 1, 2022. In preparation for the start of the performance review period, HR Liaisons should do the following:

1. Ensure position descriptions are updated.
2. Remind employees and supervisors that goals must be entered and approved in Workday by March 31, 2022. Review these resources to learn more about goals and how to add them to Workday.
3. Sign up for Awareness Sessions which are scheduled and available in TrainTrag.
4. Visit the current schedule to register for the upcoming classes regarding Employee and Supervisor Performance Management Best Practices.

Visit our Performance Management website to learn more about and for available resources. Questions? Email us at hrevaluations@tamu.edu.

Top

Form I-9 – Internal Review
The annual Form I-9 internal review is currently underway. Departments will be contacted to review results, discuss improvements, and address any challenges that may be preventing the timely completion of the Form I-9, as required by Federal and State laws.

Top

PAYROLL SERVICES

Manager, Timekeeper and HR Contact Payroll Reports
There are a number of reports available in Workday for Managers, Timekeepers and HR Contacts to aid them during the biweekly and monthly payroll processes. These include and are not limited to:

<table>
<thead>
<tr>
<th>Report</th>
<th>Run by Manager</th>
<th>Run by Timekeeper</th>
<th>Run by HR Contact</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review Time</td>
<td>X</td>
<td>X</td>
<td></td>
<td>Managers can approve hours submitted &amp; time off requests from this report</td>
</tr>
<tr>
<td>Time Summary Review</td>
<td></td>
<td>X</td>
<td></td>
<td>Primary Report for Timekeepers</td>
</tr>
<tr>
<td>Missing Costing Allocation</td>
<td>X</td>
<td></td>
<td>X</td>
<td>Should be run for every payroll</td>
</tr>
<tr>
<td>Pay Calculation Results for a Period</td>
<td></td>
<td></td>
<td>X</td>
<td>Report is refreshed daily and should be run more than once during cycle</td>
</tr>
</tbody>
</table>
**Employee Wellness**

★ Please share this article with employees in your department.

**Living Well Events**
This week’s theme is all about connection.

**Special offerings:**
- Mindfulness Meditation | 2/16 | 11:45am – 12:30 pm

**Personal interest groups:**
- Infertility Connection | 2/16 | 12:00pm – 1:00pm
- Coffee Chat & Connections | 2/16 | 2:00pm – 3:00pm
- Bariatric Buddies | 2/17 | 12:00pm – 1:00pm

**Fitness offerings:**
- Total HIIT Fusion | 2/14 & 2/16 | 4:24pm – 5:30pm
- Stretch & De-Stress* by PEAP | 2/15 & 2/17 | 6:45am – 7:15am
- Dance Fusion | 2/16 | 12:00pm – 12:45pm
- Aqua Zumba by Rec Sports | 2/16 | 5:30pm – 6:15pm

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.

**Announcements**

★ Please share this article with employees in your department.

Sent on behalf of the Student Employment Office

**Conjuring the Courage to Confront Yourself**

Noted speaker, author, and coach, Candace Doby, is making a virtual visit to Texas A&M on Monday, February 28, 2022! She will be sharing her thoughts on “Conjuring the Courage to Confront Yourself” - how to face your biases and limiting beliefs in order to become a better person and professional. Student employees, staff, and faculty are encouraged to attend this Zoom presentation from 9-10 am. Registration is currently open and will close at noon on Thursday, February 24.
The BV-SHRM invites you to attend the 2022 BV-SHRM Business Seminar "The Great Resignation" on March 9 from 8:00am – 4:30pm at the Embassy Suites by Hilton College Station. Register for in-person or virtual attendance. View the agenda and other details here.

Student Employment Impact Award
Do you know a staff member who has had a profound impact on a student employee or student employment as a whole? Nominate them for the Student Employment Impact Award. Nominations for the 2022 Student Employment Impact Award are open now!

Any student, faculty, or staff member can submit a nomination. For more information about the Student Employment Impact Award, please visit Jobs for Aggies National Student Employment Week - Student Employment Impact Award webpage.

If you have any questions, please contact the Student Employment Office at 979-845-0686 or via email at jobsforaggies@tamu.edu.