February 28, 2022   |   Share the following information within your departments as appropriate.

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS
★ Sick Leave Pool Donations

PAYROLL SERVICES
Payroll Email
Retro Process and Timing

EMPLOYEE WELLNESS
★ Living Well Events

PAYROLL REMINDERS
March 1:
• Monthly Pay Day

March 3:
• 22-14 Retro Timesheets and Workday Retro BP Approvals due at 5:00pm

March 7:
• 22-14 Current Timesheets, Workday BP Approvals, Lump Sum Payouts, PPRs & Time Off Requests due at 11:00am
• #22-14 Pay Calculation Results Report available at 12:00pm

Payroll Processing Calendar Key
Processing Schedules
Workday Tools

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS
★ Please share this article with employees in your department.

Sick Leave Pool Donations
Employees do not receive monetary compensation for unused sick leave accruals at the time of separation of employment. In general, an employee has three options regarding his/her sick leave balance upon termination/separation:

- Donate any portion of or all remaining sick leave to the sick leave pool.
- Apply 400 hours of remaining sick leave balance toward retirement service credit, if applicable (Texas Retirement System participants only).
- Do nothing with remaining sick leave accruals.

If an employee plans to return to Texas A&M after at least a 30-day break in service, it is easier to have their leave restored if they do choose to do nothing with their accruals at termination or retirement. To all our employees that donate their sick leave hours, we appreciate your donations.

If you have any questions email Leave@tamu.edu or visit the sick leave pool webpage.

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PAYROLL SERVICES
Payroll Email
Payroll Services requests that all questions, issues for review, scanned forms and documents or other matters be sent to our shared email account at payroll@tamu.edu rather than emailing a staff member individually. This shared email is accessible by all Payroll staff. Even though you may be used to working with a particular individual, if they are privately emailed but out of the office, a response to your item will be delayed or may miss being included with the current payroll calculation. Your assistance is appreciated.

Retro Process and Timing
Workday has a very good process to retroactively pick up changes from approved business processes such as late hires, salary corrections, percent effort changes, timesheet corrections, etc. The retro process makes the appropriate adjustments on the employee's next regularly scheduled pay day. Retro Workday business process approvals should be finalized by the deadlines listed on the Payroll Processing Calendars on Payroll’s website. For example, for March 2022, monthly retro business process approvals are due Thursday, March 17, at 5pm to be included with the current pay calculation and April 1, 2022, pay day. If your business process affects a prior pay period, it must be approved by the biweekly or monthly retro deadlines.

EMPLOYEE WELLNESS
★Please share this article with employees in your department.
Living Well Events
Take time to try something new or do something you enjoy. Take a break this week.

Special offerings:
- Aromatherapy for Wellness | 3/1 | 1:00pm – 1:45pm
- Mindful Eating | 3/3 | 12:00pm – 1:00pm
- First Friday with Living Well | 3/5 | 6:00pm – 8:00pm

Personal interest groups:
- Coffee Chat & Connections | 3/2 | 2:00pm – 3:00pm
- SSN - Grand Station - Axe Throwing | 3/3 | 6:30pm – 9:00pm
- Crafting Circle - March | 3/4 | 12:00pm – 1:00pm

Fitness offerings:
- Total HIIT Fusion | 2/28 & 3/2 | 4:24pm – 5:30pm
- Stretch & De-Stress* by PEAP | 3/1 & 3/3 | 6:45am – 7:15am
- Dance Fusion | 3/2 | 12:00pm – 12:45pm

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.

Past LNN issues are found online: HR Liaison Network News Archive

Division of Human Resources & Organizational Effectiveness

QUESTIONS? HRnetwork@tamu.edu | 979.862.3191 | 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