February 7, 2022  |  Share the following information within your departments as appropriate.

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

Payroll Services Joins the Division of Human Resources and Organizational Effectiveness
Past Due System Required Web-based Training (WBT) Report

PAYROLL SERVICES
Unsafe Working or Travel Conditions Time Off

EMPLOYEE WELLNESS
• Living Well Events

PAYROLL REMINDERS

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

February 8:
• #22-12 Pay Calculation Results Report refreshed at 10:00am
• #22-12 Timesheets Locked; only Timekeepers can update
• Run Timekeeper Reports

February 9:
• #22-12 BW Final Pay Calculation Results Report available at 2:00pm

February 11:
• #22-12 Biweekly Pay Day

February 16:
• Monthly Retro Business Process Approvals due at 5:00pm

Payroll Processing Calendar Key
Processing Schedules
Workday Tools

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

Payroll Services Joins the Division of Human Resources and Organizational Effectiveness
We are pleased to announce that the Payroll Services department has joined the Division of Human Resources and Organizational Effectiveness (HROE) as of February 1, 2022. This organizational change aligns the commitment to extraordinary service already associated with Payroll Services with the HROE vision for streamlining employment support and elevating readily available employee services. We are excited about this partnership, as it will assist us in meeting our long-term goals and promoting progressive outcomes with a strategic agenda, all for the benefit of our employees!

You may continue to reach the Payroll Services team at payroll@tamu.edu. We are in the process of moving their website under HROE and expect a seamless transition.

Please reach out to HR-feedback@tamu.edu if you have any questions about these changes.
Past Due System Required Web-based Training (WBT) Report
Attached is the monthly Required Training Assignments Report for System-required training. The report format is designed to be helpful, and actionable in enabling compliance. The report also now includes TEES and AgriLife.

1. The first tab is a summary of past due employees by Executive Level 2.
2. The second tab provides more detail with:
   - Filters to quickly identify specific departments with individuals who are past due.
   - Highlighting those that are more than 90 days past due and more than 365 days past due.

If you have questions, please contact orgdev@tamu.edu.

PAYROLL SERVICES

Unsafe Working or Travel Conditions Time Off
The Unsafe Working or Travel Conditions time off has been added to the holiday calendar for the 2.00 hours (8:00am – 10:00am) campuses were closed on Friday, February 4, 2022. All biweekly staff and/or timekeepers should run time calculations to bring the hours into their timesheets. Those staff whose timesheets were submitted and approved before the addition must also run calculations and resubmit back to the manager.

Please be mindful of your Pay Calculation Results for a Period report to ensure that employees are also not reporting 2.00 hours worked for the delayed start, which will cause them to be potentially overpaid or bank state comp time in error.

EMPLOYEE WELLNESS

★Please share this article with employees in your department.
Living Well Events
We’ve got a full week for you.

Special offerings:
- Love Your Roses | 2/8 | 12:00pm – 1:00pm
- Mindfulness Meditation | 2/9 | 11:45am – 12:30pm
- Afternoon at Women’s Basketball | 2/13 | 2:00pm – 5:00pm

Personal interest groups:
- Coffee Chat & Connections | 2/9 | 2:00pm – 3:00pm
- Single Parent Zone | 2/10 | 12:00pm – 1:00pm
- SSN - The Break Room | 2/10 | 6:30pm – 9:00pm
- Kindred Spirits Fighting Cancer | 2/11 | 11:00am – 12:00pm

Fitness offerings:
- Total HIIT Fusion | 2/7 & 2/9 | 4:24pm – 5:30pm
- Stretch & De-Stress* by PEAP | 2/8 & 2/10 | 6:45am – 7:15am
- Dance Fusion | 2/9 | 12:00pm – 12:45pm
- Aqua Zumba by Rec Sports | 2/9 | 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.
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.