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HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

NEW Vaccine Management Application in Workday – Live Today!
Beginning today (January 18), Texas A&M and Texas A&M Health employees will see a new icon on the Workday home page called Vaccine Management. Employees can use this application to voluntarily submit their vaccination status or, if necessary, make a request for exemption/accommodation. This new Workday application was implemented by The Texas A&M University System in response to Executive Order 14202 (federal contractor vaccination mandate). Although this federal contractor mandate is on hold due to nationwide preliminary injunction, the Vaccine Management application in Workday will be launched and made available for voluntary use.

A job aid on how to use the application in Workday is available online. (Log in using your SSO credentials).

- NOTE: Employee vaccination records or exemption requests submitted in REDCap (specifically for compliance with the federal contractor vaccination mandate) will be automatically uploaded to Workday if the vaccination documentation or accommodation request were reviewed and approved by Employee Relations (employees would have received email confirmation of approval). Approved
vaccination documentation and accommodation requests will be visible to the employee in Workday (for help, consult the job aid section titled Review Your Vaccine History). REDCap will be no longer be accessible to employees as of January 17.

Additional information regarding the nationwide preliminary injunction will be communicated to employees when the status of the injunction changes. In the meantime, questions regarding Vaccine Management may be directed to Employee-Relations@tamu.edu.

Update: Additional Review of Position/Recruitment Activity
On December 16, 2021, an Additional Review of Creation/Reclassification, Recruiting/Hiring of Positions impacted by the MGT Consulting Report was announced. Any position or job requisition action in the areas impacted by the MGT report: Facilities, Business Administration/Finance, Human Resources, Information Technology and Marketing/Communications, will require the normal position/job requisition information and the reason for the action. This information should be submitted in the usual manner for the action requested. Talent Management will submit requests to each functional Vice President for their review and notifications will be sent to the requestor as decisions are received. Additional questions should be emailed to HRcomp@tamu.edu for position creation/reclassifications or jobs@tamu.edu for job requisitions/recruitments.

★ Please share this article with your new benefits-eligible Graduate Assistants.

New Graduate Student Employee Benefits Orientation
This benefits orientation for newly hired Graduate Student employees working in benefits-eligible Graduate Assistant positions provided a benefits overview, important information regarding the enrollment process and a presentation from a Graduate Student Health Plan representative.

Two date options are offered, and new graduate assistants should register for one of the sessions.

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<tr>
<th>THURSDAY, JANUARY 20</th>
<th>FRIDAY, JANUARY 21</th>
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<tr>
<td>2:00 - 3:00 pm</td>
<td>8:30 - 9:30 am</td>
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After registering, you will receive a confirmation email containing information about joining the meeting.

Learn more about the Graduate Student Health Plan here. Please share the orientation flyer found here with your new Graduate Assistants and encourage them to attend. Questions can be directed to Benefit Services at benefits@tamu.edu or (979) 862-1718.

Spring 2022 International GA Insurance Waiver Process Guidelines
The Graduate and Professional School, in consultation with TAMUS Benefits, HROE, TEES, AgriLife, and International Student Services created guidelines that outline the steps necessary to prevent International Graduate Assistants (GA) from being charged the international System Student Health Insurance Plan (SSHIP) fees while enrolled in the Graduate Student Employee Health Plan during the spring 2022 term. These guidelines include the conditions that must be met for a GA to qualify, HR Liaison and GA responsibilities, and points of contact for further questions. Timely adherence to the steps outlined in the guidelines will result in the GA being included in the waiver report and the SSHIP fees being removed from the GA’s student billing account. You can find the Spring 2022 International GA Insurance Waiver Process Guidelines and FAQs on the Graduate and Professional School website under Faculty and Staff.

★ Please share this article with employees in your department.

Pre-Retirement Counseling Workshops
If you are considering retiring during the next 12 months, you are highly encouraged to attend one of our online workshops for pre-retirement counseling. Although these workshops are not one-on-one sessions, you will have the opportunity to ask questions. As a participant, you will receive information as to what forms you will need to complete to get you started and to better understand your retirement benefits.
Teacher Retirement System (TRS) Workshops
- Jan. 27
- Feb. 10
- March 24

Optional Retirement Program (ORP) Workshop
- Jan. 19
- Feb. 24
- March 10

Registration is required via TrainTraq. See the schedule online.

Update: COVID-19 Return to TAMUS Courses
In alignment with requirements set forth by Governor Abbott’s executive order GA-21 as amended by GA-22, and per President Bank’s August 5 message, all employees were required to complete the following courses in TrainTraq:

- 2114131: Safe Practices for Returning to the Office During the COVID-19 Pandemic
- 2114130: Protocol and Certification for System Member Employees

The above-mentioned courses (2114327, 2114131, and 2114130) are no longer assigned to new hires. In addition, the weekly report noting completion status is no longer generated and distributed via the LNN. However existing employees who have not completed the courses and their supervisors will receive past due notifications each month. Depending on COVID-19 conditions, requirements for the spring 2022 semester are communicated as necessary.

PAYROLL SERVICES

Ensure New Hires Complete Onboarding Tasks
Please be sure and verify that all new hires are completing their Workday Onboarding inbox tasks. Payroll Services 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 Services is mailing all paper pay checks. A valid and complete address includes the Apartment # or Unit #.

Overpayments/Cancellations
If your department had a payroll overpayment in calendar year 2021 and the employee has not paid back the overpayment, please email payroll@tamu.edu. The original payback amount the employee was given is no longer correct. IRS Publication 15 states federal income tax withholding cannot be adjusted if the overpayment is not cancelled in the same year as the over payment, because the employee received the benefit of that income tax withholdings when they filed their tax return. Since employers are not able to collect federal withholding, Additional Medicare or State Income tax back that were withheld in a prior year the new payback amount will be higher.

The employee’s cancellation will not be processed until the full amount of the payback is received. Please also inform your employee that their 2021 W-2 will be incorrect and once the cancellation is processed a corrected 2021 W-2C will be issued.

Zoom Training – Paying Employees in Workday
There is still time to register in TrainTraq for Zoom training by Payroll Services Staff for Course 2113632: HR Liaison: Paying Employees in Workday. The training will be Thursday, January 20, 2022 from 1:00pm to 3:00pm. This course is prioritized for active HR Liaisons but is also open to others within a department who have the Timekeeper or HR Contact role or are a delegate who assists them with payroll-related tasks. This is an excellent opportunity to get up to the minute information and have your general payroll questions answered. We look forward to seeing you there!

Payroll Services has Moved
Payroll Services has relocated to Suite 2200 (2nd floor of General Services Complex). Entry into the suite is controlled; at present, you will need to knock on the front door or call our main number of 979.845.2711 for entry assistance.

EMPLOYEE WELLNESS

★ Please share this article with employees in your department.

Living Well Events
It's our first week of programming!

Special offerings:
- The Importance of Self-Care for Go-Getters | 1/20 | 12:00pm – 1:00pm

Personal interest groups:
- Infertility Connection | 1/19 | 12:00pm – 1:00pm
- Bariatric Buddies | 1/19 | 12:00pm – 1:00pm
- Coffee Chat & Connections | 1/19 | 2:00pm – 3:00pm

Fitness offerings:
- Stretch & De-Stress* by PEAP | 1/18 & 1/20 | 6:45am – 7:15am
- Dance Fusion | 1/19 | 12:00pm – 12:45pm
- Body Blaster by Rec Sports | 1/19 | 12:15pm – 1:00pm
- Cycle | 1/18 & 1/20 from 4:45pm – 5:25pm | 1/22 from 10:00am – 10:45am

Please be aware of Rec Sports and Piranha Fitness Studio’s 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.

New Year, New Mental Health Refresh and Resources
If you're looking for ways to refresh your mental health for the new year, below are some upcoming opportunities that Living Well at Texas A&M has organized to support your mental health and help you shift gears into the new semester.

Special Offerings / Keynotes:

- **January 20** | 12:00pm – 1:00pm | The Importance of Self-Care for Go-Getters
  - Carol Vargas-Bautista, PhD, Assistant Dean of Graduate Studies with the College of Medicine will guide us through prioritizing self-care. Register now to learn how beneficial personal care can be for those with the "go-getter" mentality.

- **February 2, 9, 16, and 23** | 11:30am – 12:45pm | Mindfulness Meditation
  - Protect yourself from stress with this mid-day reset led by Marnie Krajicek. You'll learn mindfulness practices to be present, activate the relaxation response, and regulate your emotions in this meditation series.

Living Well partners with the Work/Life Solutions Program by Guidance Resources® (Employee Assistance Program) on Mondays at 10:00am to bring you a variety of webinars. Program and registration information can be found on our Social & Support programming page. Spring events are below:

- January 24 – Motivating Change in Others
- January 31 – Staying Positive While Performing Difficult Client Service Work
- February 7 – Being Adaptive in an Ever Changing World
- February 14 – Living with Change
- February 21 – Resiliency: Bouncing Back After a Setback
- February 28 – Tools To Handle Stress
ANNOUNCEMENTS

★ Please share this article with employees in your department.

Call for Nominations: President’s Meritorious Service Awards – January 12 - February 3
Nominations are now open for the 35th Annual President’s Meritorious Service Awards. These awards recognize and reward 25 individuals, two teams, and two supervisors for their meritorious service to Texas A&M. Recipients of this highly prestigious staff award have demonstrated their commitment to the Aggie core values of excellence, integrity, leadership, loyalty, respect, and selfless service. Please consider nominating one of our deserving Aggie Staff members during the nomination period, January 12 - February 3. Our extended Aggie Family, employees of SSC/Chartwells, are eligible for this award as well. Please visit employees.tamu.edu/pmsa for the award nomination process.

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.