January 24, 2022 | Share the following information within your departments as appropriate.

### HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

ATD Excellence in Practice Award for 2022
Staff Performance Reviews Begin in April
Workday Training Updates – Week of January 10, 2022

### PAYROLL SERVICES

Ensure New Hires Complete Onboarding Tasks
Overpayments/Cancellations
Paid Holiday / Early Release Not on Timesheet
Holiday Pay

### EMPLOYEE WELLNESS

- Living Well Events

### ANNOUNCEMENTS

- Call for Nominations: President’s Meritorious Service Awards – Nominations close February 3

### PAYROLL REMINDERS

**January 24:**
- Monthly Pay Calculation Results Report refreshed at 10:00am
- Monthly PPRs & Lump Sum Payouts due at 11:00am
- #22-11 Current Timesheets, Workday BP Approvals, Lump Sum Payouts, PPRs & Time Off Requests due at 11:00am
- #22-11 Pay Calculation Results Report available at 12:00pm

**January 25:**
- Monthly Pay Calculation Results Report refreshed at 10:00am
- #22-11 Pay Calculation Results Report refreshed at 10:00am
- #22-11 Timesheets Locked; only Timekeepers can update
- Run Timekeeper Reports
- Current Monthly BP Approvals due at 5:00pm

**January 26:**
- Monthly Pay Calculation Results Report refreshed at 10:00am
- #22-11 BW Final Pay Calculation Results Report available at 2:00pm

**January 27:**
- Monthly Final Pay Calculation Results Report available at 2:00pm

**January 28:**
- #22-11 Biweekly Pay Day

**February 1:**
- Monthly Pay Day

### Payroll Processing Calendar Key
- Processing Schedules
- Workday Tools

### HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

ATD Excellence in Practice Award for 2022 – Congratulations OD Team!
The Association for Talent Development (ATD) has selected HROE’s Organization Development (OD) team to receive an Excellence in Practice Award for 2022 in recognition of their Leading Others program. ATD’s Excellence in Practice Awards program recognizes exemplary practices in workplace learning and talent development. Award winners will be recognized during the ATD 2022 International Conference & Exposition held in Orlando, FL in May 2022. Please join us in congratulating the OD Team on this outstanding recognition!

Additionally, we invite you to learn more about how our OD team is transforming employee development with their new leadership development framework and the Leading Others program. Visit Lead.tamu.edu to learn more about the progressive leadership development at Texas A&M. Contact Lead@tamu.edu with any questions.

Staff Performance Reviews Begin in April
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. Run the Performance Review Process (All) report in Workday to identify in-progress performance reviews.
2. Ensure in-progress reviews are completed or email hrevaluations@tamu.edu to cancel or move to completion.
3. Ensure employee position descriptions are updated.
4. Remind employees and supervisors that goals must be entered and approved in Workday by March 31, 2022.

Awareness Sessions will be available in March. Visit the current schedule to register for the upcoming classes regarding Employee and Supervisor Performance Management Best Practices. Visit our Performance Management website for additional resources and to learn more about the process.

Workday Training Updates – Week of January 10, 2022
- Updated User Guides
  - Maintain Accrual (Job Aid) - updated to include information to allow an employee to donate sick or vacation time to the newly created Family Pool
  - Time Off Plan (Reference Guide) - updated to include information to allow an employee to donate sick or vacation time to the newly created Family Pool
- New User Guides
  - Managing Your Vaccine Information (Job Aid) - how to enter vaccine information or request an exemption or accommodation

PAYROLL SERVICES
Ensure New Hires Complete Onboarding Tasks
Please be sure to 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 an employee elects not to 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.

**Paid Holiday / Early Release Not on Timesheet**

To get the time blocks to create for early release, paid holidays, and inclement weather events, the calculations need to run on the timesheet. These calculations run automatically when employees enter/update time. If an employee does not have worked time to enter or update (paid time off, holidays all week) or they entered all time prior to the event being added to the calendar, they should Run Calculations on their timesheet. You can find the option to "Run Calculations" in the Actions menu on the top right-hand side of the employee's time sheet. The timesheet needs to be submitted and approved for the time to pay.

Alternatively, Timekeepers can choose to run calculations for everyone or groups of individuals.

Run Time Calculations for a Date Range:

1. Search for Run Time Calculations for a Date Range report.
2. Select the workers for whom you'd like to run calculations.
3. Enter Run Frequency [Run Now].
4. Enter a Request Name.
5. Select a Start Date and End Date to define the date range for calculations.
6. Click OK to run process.

See [Holiday Time Off, Early Release and Timesheets](#) on Payroll Services website for more information.

**Holiday Pay**

As per System Regulation 31.04.01 System Holidays Section 1.3, if an employee has unpaid Time Off for the entire workday immediately before or after a holiday, they **should not** be compensated for the holiday(s). The employee or Absence Partner should submit Unpaid Time Off to make sure the employee is not paid for the holiday(s).

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**EMPLOYEE WELLNESS**

★Please share this article with employees in your department.

**Living Well Events**

Enter our New Year, New Name GIVEAWAY on our socials ([Facebook](#), [Twitter](#), and [Instagram](#)) for a one-of-a-kind prize package including a Bed & Breakfast stay at the Texas A&M Hotel and conference Center!

**Fitness offerings:**

- **Stretch & De-Stress** by PEAP | 1/25 & 1/27 | 6:45am – 7:15am
- **Dance Fusion** | 1/26 | 12:00pm – 12:45pm
- **Body Blaster by Rec Sports** | 1/26 | 12:15pm – 1:00pm
- **Cycle** | 1/25 & 1/27 from 4:45pm – 5:25pm | 1/29 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](#).

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**ANNOUNCEMENTS**

★Please share this article with employees in your department.

**Call for Nominations: President's Meritorious Service Awards – [Nominations close February 3](#)**
Nominations are open for the 35th Annual President’s Meritorious Service Awards. These staff awards recognize and reward 25 individuals, two teams, and two supervisors for their meritorious service to Texas A&M. Recipients of this highly prestigious 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**. Please visit [employees.tamu.edu/pmsa](http://employees.tamu.edu/pmsa) to review the **new** criteria and award nomination process.

**Questions?** [HRnetwork@tamu.edu](mailto: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](http://employees.tamu.edu/liaisons).