HROE PATH FORWARD
HROE "Growing Together" Conference - Thank you for attending!

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS
Open Enrollment Ends in 12 Days
Classification and Compensation Staffing Updates

PAYROLL
Workday Updates Effective 7.14.2022
FY23 Pay Schedules and Calendars
FY22 Closing Procedures – PCT Deadlines

EMPLOYEE WELLNESS
★Living Well Events

PAYROLL REMINDERS
July 18:
• Monthly Pay Calculation Results Report available at 12:00pm

July 19:
• Monthly Pay Calculation Results Report refreshed at 10:00am

July 20:
• Monthly Pay Calculation Results Report refreshed at 10:00am
• Monthly PPRs & Lump Sum Payouts due at 11:00am

July 21:
• Monthly Pay Calculation Results Report refreshed at 10:00am
• Current Monthly BP Approvals due at 5:00pm
• #22-24 Retro Timesheets and Workday Retro BP Approvals due at 5:00pm

July 22:
• Monthly Pay Calculation Results Report refreshed at 10:00am

July 25:
• #22-24 Current Timesheets, Workday BP Approvals, Lump Sum Payouts, PPRs & Time Off Requests due at 11:00am
• #22-24 Pay Calculation Results Report available at 12:00pm
• Monthly Final Pay Calculation Results Report available at 2:00pm

Payroll Processing Calendar
Processing Schedules
Workday Tools

HROE PATH FORWARD
HROE "Growing Together" Conference - Thank you for attending!
Thank you to those who were able to attend the HROE "Growing Together" Conference last week. We really enjoyed our time together. This morning, a message from Damon Slaydon, HROE Vice President, was emailed to conference attendees reminding all HR Professionals that our leadership is here to support you and answer any questions that you may have related to the Path Forward. The email message also included links to the slide decks from the conference presentations. If you attended the conference and did not receive this email, please contact us at HRnetwork@tamu.edu.
For those unable to attend the conference, we missed you and look forward to visiting with you soon. If you are interested in watching the recordings of the non-interactive sessions of the conference, please send an email to HRnetwork@tamu.edu. Once the recordings are available, we will send them to you along with links to the presentations.

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

Please share this article with employees in your department.

Open Enrollment Ends in 12 Days!!!

Open Enrollment (OE) is the time for employees and retirees to review their benefits and consider any changes to make for the next plan year, effective September 1.

- **Make changes.**
  - Log into Workday and review current elections and make changes if needed before July 31.

- **Not making changes.**
  - Your current benefits will continue; however, you MUST actively re-enroll in Flexible Spending Accounts; Health Care and Dependent Day Care elections do NOT roll into the new plan year.

- **Need help?**
  - Watch the Complete Open Enrollment video for a step-by-step guide through the OE process.
  - Download the job aid Complete Open Enrollment to assist you as you make changes.

Visit the System Benefits Administration Open Enrollment webpage to view:

- Enrollment Booklets
- Premiums Summary
- Plan Descriptions
- Benefit Carrier Presentations
- and more.

There will be Virtual Open Enrollment meetings via Webex on:

- **Wednesday, July 20**
- **Wednesday, July 27**

If you missed one of the Open Enrollment Presentations, you may view the Carrier Presentations from our vendors at the bottom of this webpage.

Classification and Compensation Staffing Updates

Welcome Brian Payne, the new Director of HORE Classification and Compensation. Brian previously served for over 21 years at TEEX Human Resources of which the last 12 years was as their Chief Human Resources Officer. “I am excited about this opportunity as well as getting to meet all of you,” said Brian.

Farewell to Evelyn Castaneda-Obregon, Manager of Classification and Compensation, whose last day in HROE will be Friday, July 22. Evelyn is transferring to AgriLife HR. Thank you for your dedicated service to HROE for over 13 years! Please reach out to Evelyn to thank her for her service and congratulation her on this new opportunity.

With Evelyn’s departure, Laura Krajca will serve as the Interim Manager of Compensation and Classification. Laura and Evelyn are working together to transition projects smoothly. As we work through this transition, please email questions to HRcomp@tamu.edu so we can manage the workload better.

PAYROLL
Workday Updates Effective July 14, 2022

Reporting – Information about an employee’s additional jobs has been added to the Time Summary Review report.

Time Tracking – State Comp Time Banked ID was added and time calculations updated, so system members can control whether federal and state overtime hours pay or bank.

FY23 Pay Schedules and Calendars
Payroll is in the process of preparing the Fiscal Year 2023 (FY23) Biweekly and Monthly Pay Schedules and the Payroll Processing Calendars. We will announce their availability on our website soon.

FY22 Closing Procedures – PCT Deadlines
Sent on behalf of Financial Management Operations (FMO)

Payroll Cost Transfer
- Payroll Cost Transfer (PCT Deadline) - Creation of PCT is August 19.
- Departments are responsible for monitoring approval process to make sure PCTs are completed before August 23 by 5:00 P.M.
- No PCT will process through FAMIS after August 23
- Any PCT that did not reach final approval in the ECT Processing Office by August 23 at 5:00 PM will be cancelled at year end and will need to be re-entered in FY23.

EMPLOYEE WELLNESS

★ Please share this article with employees in your department.

Living Well Events

Special offerings:
- Motivating Change in Others | 7/26 | 10:30am-11:30am
- Airrosti: Ask the Doc Lunch & Learn | 7/26 | 12:00pm - 1:00pm
- Managing the Holidays with Savings & Stress-Relief Tips | 7/27 | 11:30am - 12:30pm
- Yin Yoga: VIRTUAL AND IN-PERSON OPTIONS | 7/27 | 5:45pm - 6:45pm
- Rock of Ages Ride at Cycle Station | 7/27 | 5:45pm - 6:45pm
- Gardens Tour + Creativity with Flowers | 7/28 | 10:00am - 11:00am
- Staying Informed on Prescriptions | 7/28 | 11:30am-1:00pm

Fitness offerings:
Check out this semester's full schedule.
- Pilates | 7/20 | 11:45am – 12:30pm
- Stretch & De-Stress | 7/20 & 7/22 | 6:45am – 7:15am
- Body Blaster | 7/20 & 7/21 | 12:15pm – 1:00pm
- Cycle | 7/19 & 7/21 | 4:45pm – 5:25pm | 7/24 | 3:00pm – 3:45pm
Please be aware of our participation procedures.

Download our app by searching "Living Well TAMU" or access our web app.
Check out our calendar.
Follow our socials: Facebook, Twitter, Instagram, and LinkedIn.

QUESTIONS? 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/lingois