June 13, 2022  |  Share the following information within your departments as appropriate.

**HROE PATH FORWARD**
- **HROE Working Group Implementation Memos**
- **June Fellowship Series**
- **Save the Date: July 14 - HROE Conference in July**

**HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS**
- **Xref**
- **Upcoming Workday Webinars**
  - Save the Date: Open Enrollment Benefits Fair July 6
  - Wellness Incentive Deadline is June 30
- Blue Cross and Blue Shield of Texas Negotiation with HCA Healthcare in Central, South and West Texas

**PAYROLL SERVICES**
- Paid Holiday / Early Release Not on Timesheet
- Holiday Pay

**EMPLOYEE WELLNESS**
- Living Well Events

**PAYROLL REMINDERS**

**June 13:**
- #22-21 Current Timesheets, Workday BP Approvals, Lump Sum Payouts, PPRs & Time Off Requests due at 11:00am
- #22-21 Pay Calculation Results Report available at 12:00pm

**June 14:**
- #22-21 Pay Calculation Results Report refreshed at 10:00am
- #22-21 Timesheets Locked; only Timekeepers can update
- Run Timekeeper Reports

**June 15:**
- #22-21 BW Final Pay Calculation Results Report available at 2:00pm
- Monthly Retro Business Process Approvals due at 5:00pm

**June 16:**
- Monthly Pay Calculation Results Report available at 12:00pm

**June 17:**
- #22-21 Biweekly Pay Day
- Monthly Pay Calculation Results Report refreshed at 10:00am

**June 20:**
- Monthly Pay Calculation Results Report refreshed at 10:00am
- Monthly PPRs & Lump Sum Payouts due at 11:00am

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

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**HROE PATH FORWARD THISGREAT!!**

**HROE Working Group Implementation Memos**
On May 23, HROE received notification of President Banks’ approval of the implementation memos for **Working Groups 31, 32, and 33**. This means we are moving along the Path Forward towards centralization and are thrilled to have many of you transition under the HROE umbrella! A special thanks to all who participated in one of our working groups! Working Group 34 continues to meet and develop the new **Employee Thriving Plan** for faculty and staff. We’re eager to complete this group’s work over the summer.

*Top*
June Fellowship Series
Save the date for our next HROE Fellowship Series Lunch* scheduled for Thursday, June 30. Our theme will be "The Future is Bright!" hosted by Andy Barna, Director of Employee Relations.

*NOTE: The remaining HROE Fellowship Series meetings are open to the HR professionals (liaisons) who are transitioning to report to HROE starting September 1 and the current HROE staff. A direct email will be sent to these employees this week with a link to register for the June 30th meeting.

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Save the Date: July 14 - HROE Conference in July
HROE is hosting a conference for all current HROE staff as well as HR professionals (liaisons) who will be reporting to HROE starting September 1. Additional details including registration information will be coming soon! If you have questions, please contact hnetwork@tamu.edu.

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HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

Xref
By now all departments should be using Xref to check references. If you haven’t already done so, please request access to Xref by completing the HR Liaison Designation Statement of Responsibility Form and returning it to the HR Liaison Administration. Please make sure you indicate the name of your department, title, and email.

Quick Links and Tips
- Login to Xref: Bookmark this link, as you will visit it frequently.
- Use this Sample message to let your candidates know that they will get an email from Xref to provide references.
- You may check references on your top candidates to better inform your selection processes.
- Use the Secure Server to send the Xref reports to the recruiting team.

To learn more about Xref, please visit our website. For questions, please email us at jobs@tamu.edu.

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Upcoming Workday Webinars
Please join us for the following webinars presented by Workday Services. These events are open to all, but the content will focus on the security role listed within the webinar description.

**Recruiting: The Job Application Process**
June 15 @ 10:30 am - 12:00 pm CDT
Description: This webinar will review the complete Job Application Process in Workday, along with an overview of the new changes and updates to the process.
Target Audience: Recruiting Partners, RP view only, Recruiting Coordinators, and RC View Only
Presenter: James Ross- Recruiting

**Managing the Merit Process in Workday**
June 29 @ 10:30 am - 11:30 am CDT
Description: This webinar will walk you through the various activities required for those who manage the annual merit process in Workday. These activities include, entering merit awards, maintaining the merit pools, managing employee participation, and using merit reports.
Target Audience: HR Partner, Merit Partner, and Managers*
Presenter: Sri Kamarthi- Compensation

**Recruiting (Committees and Interview Teams)**
July 13 @ 10:30 am - 11:30 am CDT
Description: Provides an overview of Search Committees and how they work, alternative methods to use Search Committees, as well as guidance on the process for assigning roles.
Target Audience: Recruiting Partners, Recruiting Partners view only, Recruiting Coordinators, and Recruiting Coordinators View Only
Presenter: James Ross- Recruiting
Recruiting With Evergreens  
July 20 @ 10:30 am - 11:30 am CDT  
Description: Explore the Evergreen requisition process. This presentation will include linking requisitions to the evergreen and managing and hiring candidates in the evergreen pool.  
Target Audience: Recruiting Partners, Recruiting Partners view only, Recruiting Coordinators, and Recruiting Coordinators View Only  
Presenter: James Ross- Recruiting

★Please share this article with employees in your department.

SAVE THE DATE: Open Enrollment Benefits Fair July 6  
Open Enrollment, July 1–31, is the time for employees and retirees to review their benefits in Workday and consider changes for the new plan year. Join us at the fair to learn more!  
Post a flyer in your office!

Open Enrollment Benefits Fair  
Wednesday, July 6  
8 AM – 5 PM  
Innovative Learning Classroom Building  
(215 Lamar Street by the Stallings Garage)

- Visit with representatives from Benefit Services, insurance carriers for medical, dental, vision, pharmacy as well as other campus organizations!  
- Attend a vendor presentation to learn more about your benefits!  
- Participate in activities and demonstrations!  
  - Rise & Shine Yoga 8:15-9am, on the ILCB front lawn. Register at tx.ag/BenefitsYoga  
- Door prizes and swag giveaways from  
  - Aggieland Safari  
  - BCS Axe House  
  - Brazos Valley Museum of Natural History  
  - C&J BBQ  
  - Kendra Scott  
  - Kinda Candid  
  - Padlock Escape Games  
  - Painting with a Twist  
  - ...and many more!

Open Enrollment details found online. For questions contact Benefits Services at benefits@tamu.edu 979.862.1718.

★Please share this article with employees in your department.

Wellness Incentive Deadline is June 30  
Remember, to receive the lowest rate on your health insurance premium for the next fiscal year, A&M Care Plan members must complete two wellness activities on their MyEvive Personalized Two-Step Checklist by June 30.  
- Applies to employees and covered spouses enrolled in the A&M Care Plan.  
- A premium reduction of $30 per month will be applied for each individual (you and your spouse) who completes any two (2) wellness activities by the deadline.  
  - If you choose not to participate in the wellness premium incentive, you will not receive the $30 per month premium reduction.  
- Does not apply to retirees; they will automatically receive the lower premium.

Learn more on the Two-Step Wellness Program page.

Blue Cross and Blue Shield of Texas Negotiation with HCA Healthcare in Central, South and West Texas  
Blue Cross and Blue Shield (BCBSTX) sent a postcard last week to members who have used one of the HCA Healthcare facilities in Central, South and West Texas in the last 12 months to notify them that they are negotiating new contracts with HCA Healthcare (HCA) in those areas.
The postcard stated:

**Why it matters:** If we don’t sign new contracts, HCA hospitals and surgery centers in Austin, Boerne, Brownsville, Corpus Christi, El Paso, Georgetown, McAllen, Round Rock, San Antonio and San Marcos will leave our networks on **July 1, 2022**.

We hope HCA will stay in our networks. If it doesn’t, you’ll still have access to in-network hospitals and surgery centers. Log into Blue Access for Members to find options for in-network care.

For the latest information, including continuity-of-care details and the outcome of the negotiation, check [bcbstx.com/hcacsw](http://bcbstx.com/hcacsw).

More information can be found on their questions page or on at bcbstx.com/hcacsw.

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**PAYROLL SERVICES**

**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 timesheet. 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](http://bcbstx.com/hcacsw) 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**

You may want to be following us on social* and be registered for our app** for chances to win small group/family packs to Grand Station Entertainment very soon…

**Special offerings:**
- No Such Thing as a Perfect Parent | 6/14 | 10:30am – 11:30am
- Setting Financial Goals | 6/14 | 12:00pm – 1:00pm
- Mapping Memory | 6/16 | 12:30pm – 1:30pm

**Reminder:**

Sign-up for a free on-campus wellness exam eligible for the Wellness Incentive Program: due by June 30.
- Catapult Exams | 6/28 – 6/29 | 7:30am – 2:30pm
Fitness offerings:
Check out this semester's full schedule.

- Pilates | 6/15 | 11:45am – 12:30pm
- Stretch & De-Stress | 6/17 | 6:45am – 7:15am
- Body Blaster | 6/15 & 6/16 | 12:15pm – 1:00pm
- Cycle | 6/14 & 6/16 | 4:45pm – 5:25pm | 6/19 | 3:00pm – 3:45pm

Please be aware of our participation procedures.

**Download our app by searching “Living Well TAMU” or access our web app. Visit our socials (Facebook*, Twitter*, Instagram*, and LinkedIn).

Top

Division of Human Resources & Organizational Effectiveness

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/liaisons.

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