HUMAN RESOURCES / PAYROLL NEWS AND INFORMATION

June 6, 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
Past Due System Required Web-based Training (WBT) Report
Graduate Student Summer Waivers
Performance Review Process
Form I-9 Announcements and Reminders

PAYROLL SERVICES
Ensure New Hires Complete Onboarding Tasks
Paid Holiday / Early Release Not on Timesheet
Holiday Pay

EMPLOYEE WELLNESS
• Living Well Events

PAYROLL REMINDERS
June 9:
• #22-21 Retro Timesheets and Workday Retro BP Approvals due at 5:00pm

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

PAYROLL PROCESSING CALENDAR KEY
Processing Schedules
Workday Tools

HROE PATH FORWARD
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.

Thanks to everyone who responded to the Anticipated Services survey which was distributed via email to HR professionals (liaisons) who are transitioning to report to HROE starting September 1. We received over 60 submissions, which is incredible! This week, leadership will evaluate all the submissions and use the information provided to develop an assignment strategy for each position within the centralized Division of HROE. You may hear from an HROE leadership representative within the coming weeks to visit with you about your unit, and/or your particular situation and the opportunities available for your growth. As well, you may be invited to participate in some focus groups to examine key issues for which leadership seeks input. We appreciate all the suggestions that have come forward already, keep them coming! Your energy and vigor are vital to our successful implementation and delivery of extraordinary service.

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 with a link to register for the June meeting.
HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

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.

Graduate Student Summer Waivers
Today, Monday, June 6, the System Office will run the Health Insurance Summer Waiver report. International Graduate Assistants not included in the report will not have their health insurance fee removed from their student account. Reasons to not show in the report include:

1. The GA is not enrolled in benefits on or before June 1, 2022.
2. Visa Information is not entered or updated in Workday
3. The Alien Work Authorization expired (Check Other IDs).

If Graduate Assistants contact you with questions related to the Health Insurance Waiver, please ensure the GAs meet the criteria outlined above, and have them contact ISS to reverse the charges.

If GAs have graduated, make sure you terminate them or transfer them to the appropriate positions in Workday.

Performance Review Process
All Performance Reviews for non-faculty employees must now be completed unless employees have received a deadline extension to complete the performance review due to extenuating circumstances. To receive a Merit-Salary increase as part of the regular budget cycle, non-faculty employees must have demonstrated, among other criteria, a meritorious performance as evidenced by a "meets expectations" or higher overall rating on the most recent Performance Review. Please refer to University Rule 31.01.08.M1 for more information.

HR Liaisons should run the Performance Review Process All report in Workday and follow up with employees who still have “In Progress” reviews.

For questions, please contact hrevaluations@tamu.edu.

Form I-9 Announcements and Reminders
- The Social Security Administration (SSA) office in Bryan is closed until further notice. Employees who need to obtain a new SSN need to go to either one of these offices:

<table>
<thead>
<tr>
<th>Brenham Social Security Office</th>
<th>Temple Social Security Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>2901 Victory Ln</td>
<td>511 N Main St</td>
</tr>
<tr>
<td>Brenham, Texas 77833</td>
<td>Temple, TX 76501</td>
</tr>
<tr>
<td>Phone: 1-855-287-4792</td>
<td>Phone: 1-800-772-1213</td>
</tr>
<tr>
<td>Office Hours</td>
<td>Office Hours</td>
</tr>
</tbody>
</table>
• Tips and Reminders:
  o Passports Expiration Dates are entered as DD/MM/YY – The form I-9 requires the date to be entered MM/DD/YY. Please be aware of this when entering passport expiration date. Not entering in the correct format will result on a TNC.
  o For other tips and resources, see this document which includes examples of the most commonly used documents and how to locate the information needed to complete the Form I-9.

For questions, please use this contact form.

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**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 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 is mailing all paper pay checks**. A valid and complete address includes the Apartment # or Unit #.

**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 time sheet. 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 time sheet. 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 time sheet 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](#) 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**

Don’t forget to sign-up for a free, on-campus health check-up as part of the **Wellness Incentive Program**: 2 activities due by June 30,
  • Catapult Exams | 6/6 – 6/8 | 7:30am – 2:30pm

Special offerings:
  • School’s Out: Getting Everyone Through the Summer | 6/7 | 10:30am-11:30am
Personal interest groups:

- **Coffee Chat & Connections** | 6/8 | 2:00pm – 3:00pm
- **Single Parent Zone** | 6/9 | 12:00pm – 1:00pm
- **Kindred Spirits Fighting Cancer** | 6/10 | 11:00am – 12:00pm

Fitness offerings:
Check out NEW class options on this semester’s schedule.

- Pilates | 6/1 | 11:45am – 12:30pm
- Stretch & De-Stress | 6/3 | 6:45am – 7:15am
- Body Blaster | 6/1 & 6/2 | 12:15pm – 1:00pm
- Cycle | 5/31 & 6/2 | 4:45pm – 5:25pm | 6/5 | 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).

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