March 21, 2022   |   Share the following information within your departments as appropriate.

**HROE PATH FORWARD**
- Video Message “Working Together on the Path Forward”
- Register for March Fellowship Series

**HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS**
- Performance Reviews Reminders
- E-Verify Upgrades in Guardian
- Absence Certifications Now Require an Issued Date
- Revisions to Sick Leave Regulation - Language Updates

**PAYROLL SERVICES**
- Zoom Training – Paying Employees in Workday
- Supervisory Organization Request Form Updated
- Paid Holiday / Early Release Not on Timesheet
- Holiday Pay

**EMPLOYEE WELLNESS**
- ★Living Well Events

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**PAYROLL REMINDERS**

**March 21:**
- #22-15 Current Timesheets, Workday BP Approvals, Lump Sum Payouts, PPRs & Time Off Requests due at 11:00am
- #22-15 Pay Calculation Results Report available at 12:00pm
- Monthly Pay Calculation Results Report available at 12:00pm

**March 22:**
- Monthly Pay Calculation Results Report refreshed at 10:00am
- #22-15 Pay Calculation Results Report refreshed at 10:00am
- #22-15 Timesheets Locked; only Timekeepers can update
- Run Timekeeper Reports

**March 23:**
- Monthly Pay Calculation Results Report refreshed at 10:00am
- Monthly PPRs & Lump Sum Payouts due at 11:00am
- #22-15 BW Final Pay Calculation Results Report available at 2:00pm

**March 24:**
- Monthly Pay Calculation Results Report refreshed at 10:00am
- Current Monthly BP Approvals due at 5:00pm

**March 25:**
- #22-15 Biweekly Pay Day
- Monthly Pay Calculation Results Report refreshed at 10:00am

**March 28:**
- Monthly Final Pay Calculation Results Report available at 2:00pm

Payroll Processing Calendar Key
Processing Schedules
Workday Tools
HROE PATH FORWARD

Video Message “Working Together on the Path Forward”
Watch this video for a message from our Vice President for Human Resources & Organizational Effectiveness, Damon Slaydon. Each month we will feature a video message from the host of the Fellowship Series for that month. Next month, we look forward to hearing from Brandy Kosh, Associate Vice President for Human Resources & Organizational Effectiveness.

Register for March Fellowship Series
Last week, we announced our Fellowship Series that we will begin hosting this month (March 31 – registration info below). This series is one of several opportunities for our HR Liaison and HROE community to engage in conversation and gather informally. There is no virtual option for this series as there will not be a formal agenda or discussion at these gatherings. If you are not able to attend, there is no need to worry. We encourage you to find other ways to connect with each other outside of events hosted by HROE.

Fellowship Series – Brown Bag Lunch
March Theme:  **Unload Your Baggage!** Take advantage of this opportunity to participate in some great conversations and a fun baggage swap activity. Bring your gently used handbag, backpack, pocketbook, or other bag to exchange for something new to you! Bring one, take one! All bags leftover from the swap will be donated to charity.
**Door Prizes:** And as an added bonus, two lucky people will win a new bag through our door prize drawing!

**March Lunch**
- Date: Thursday, March 31
- Time: 12:00 pm – 1:00 pm
- Location: Hildebrand Equine Complex
- **Bring your own lunch. Drinks and dessert provided.**
- **Registration required HERE**

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

Performance Review Reminders
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. Sign up for **Awareness Sessions** which are scheduled and available in [TrainTraq](#):
   - Friday, March 25 at 10:00 am
   - Tuesday, March 29 at 3:00 pm
2. Remind employees and supervisors that **goals must be entered and approved in Workday by March 31, 2022.** [Review these resources](#) to learn more about goals and how to add them to Workday.
3. Visit the current [schedule](#) to register for the upcoming classes regarding Employee and Supervisory Performance Management Best Practices, as well as Workday Demos for Employees, Managers, and HR Liaisons.

Visit our [Performance Management website](#) to learn more. Questions? Email [hrevaluations@tamu.edu](mailto:hrevaluations@tamu.edu).

E-Verify Upgrades in Guardian
Please be aware that beginning **Tuesday, March 29 at 1:00 pm CST**, communication to and from Guardian to E-Verify will be suspended in preparation to upgrade E-Verify services. E-Verify processing will remain disabled until the upgrade is complete. Service is expected to resume by 10:00AM CST, Wednesday, March 30.
While service is suspended, submissions to E-Verify will remain queued within Guardian and automatically process once communication with E-Verify is restored on Wednesday. Please note that users will not be able to do any of the following:

- Submit cases to E-Verify
- Process Tentative Non-confirmations (TNC)
- Close cases
- Receive updates case status information

The following changes made by E-Verify will be included in this upgrade:

- Users will now be able to select the following new option at the Late Reason step: *Awaiting response on case created with incorrect information*
- Users who can close cases may now close a case that is in the Submit Supporting Documents to E-Verify step *(this step follows a photo no match action)*
- E-Verify will now report any duplicate cases for a given social security number that have been submitted in the last 365 days (rather than the current 30 day review)
- E-Verify will **restrict** the creation of a new duplicate case when there remains an open existing case

For questions, please email us using the [Form I-9 contact form](#).

**Absence Certifications Now Require an Issued Date**

Absence certifications in Workday record an employee’s authorization to request specific Time Off plans such as FMLA, administrative leave, education release, etc. – see [Workday Help Resource Guide](#) (Education → User Guides → Reference Guides → Time Off Plans).

Absence certifications are now listed under *Additional Data* in Workday. The new process to add an Absence Certification requires an issued date because unique reference IDs are required. If an issued date was not originally entered, Workday has defaulted a date of 12/7/2017.

Workday Support has created a new user guide called [Absence Certifications (Edit Additional Data)](#) which can be found on Workday Help (Education → User Guides → Job Aids).

Questions regarding this change may be directed to [leave@tamu.edu](mailto:leave@tamu.edu).

**Revisions to Sick Leave Regulation - Language Updates**

A revision to System Regulation 31.03.02, *Sick Leave*, was recently approved by the Chancellor. The word “sickness” has been added to the reasons an employee may use sick leave as defined below.

- **Definition of sickness** – a physical or mental illness.

The term is currently referenced in Sections 3.1, 4.1 and 4.2 of the regulation. Questions regarding this change may be directed to [leave@tamu.edu](mailto:leave@tamu.edu).

**PAYROLL SERVICES**

**Zoom Training – Paying Employees in Workday**

Register is open in TrainTraq for Zoom training by Payroll Staff for [Course 2113632: HR Liaison: Paying Employees in Workday](#). The training will be Wednesday, March 23 from 9:00am to 11:00am. 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!

**NEW - Supervisory Organization Request Form Updated**

The [Supervisory Organization Request Form](#) was revised effective 03/08/2022 to include informational fields needed to complete your request. This revised form will be required going forward.
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 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).

EMPLOYEE WELLNESS
★Please share this article with employees in your department.
Living Well Events
Continue prioritizing rest and taking breaks even though Spring Break is over.

Special offerings:
• Crafting Circle - March Evening | 3/21 | 5:30pm - 6:30pm
• Crushing Change Through Resilience | 3/24 | 11:30am - 12:30pm
• Saving for an Emergency | 3/24 | 12:00pm - 1:00pm

Personal interest groups:
• Coffee Chat & Connections | 3/23 | 2:00pm – 3:00pm

Fitness offerings:
• Total HIIT Fusion | 3/21 & 3/23 | 4:24pm – 5:30pm
• Stretch & De-Stress* by PEAP | 3/22 & 3/24 | 6:45am – 7:15am
• Dance Fusion | 3/23 | 12:00pm – 12:45pm

Please be aware of our 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.
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