March 28, 2022 | Share the following information within your departments as appropriate.

HROE PATH FORWARD
Registration Ends Today for the HROE Fellowship Series - Thursday, March 31

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS
★ Performance Reviews Will Launch Friday, April 1
★ Important Updates for Open Enrollment FY23
Sick Leave Pool Withdrawal Form Updated
Update on Upcoming Changes to System-Required Course Assignments
End of Semester Housekeeping for Student Employees

PAYROLL SERVICES
Underpayment / Overpayment / No Payment Pay Results
FAQ Spotlight

EMPLOYEE WELLNESS
★ Living Well Events

ANNOUNCEMENTS
★ Remember to Register for the CSBA Spring 2022 Conference

PAYROLL REMINDERS

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

March 31:
• #22-16 Retro Timesheets and Workday Retro BP Approvals due at 5:00pm

April 1:
• Monthly Pay Day

April 4:
• #22-16 Current Timesheets, Workday BP Approvals, Lump Sum Payouts, PPRs & Time Off Requests due at 11:00am
• #22-16 Pay Calculation Results Report available at 12:00pm

Payroll Processing Calendar Key
Processing Schedules
Workday Tools

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BROWN BAG LUNCH & FELLOWSHIP!
Thursday, March 31 | 12:00pm – 1:00pm
Hildebrand Equine Complex | Park in Lot 126

REGISTER BY MARCH 28!

March Theme: Unload Your Baggage!
• BAG EXCHANGE: Bring your gently used handbag, backpack, pocketbook, or other bags to exchange for something new to you! Bring one, take one!
• DOOR PRIZES: Two new bags for two lucky attendees!

Although there will not be a formal agenda, this is an opportunity to meet our Vice President for HROE Damon Slaydon along with other HROE leadership and staff! And if you haven’t already, watch Damon’s video message on "Working Together on the Path Forward".
Can’t attend? Join us online via Facebook Live at 12:30pm to hear from some of our HR Liaisons, HROE staff, and/or our HROE community members at the event! Visit our HROE Facebook page March 31 at 12:30 – 12:45pm for the live event!

Feedback Survey
HROE has partnered with the Division of Finance to ensure that HR Liaisons and Business staff have the chance to respond to a Feedback Survey that will be sent next week. This will be your opportunity to give feedback about the needs of your specific area and provide relevant information as it pertains to the Path Forward for HROE. This is your chance to provide input on best practices and process improvements! We want to hear from you, so watch for the survey!

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

Please share this article with employees in your department.

Performance Reviews Will Launch Friday, April 1
The annual performance review period for staff (non-faculty) employees will begin April 1, 2022. Staff and Research Staff employees will receive a task by the end of the day to complete the self-evaluation. Please visit our Performance Review website to learn more about the timeline and steps involved in the process.

The last awareness session is scheduled for Tuesday, March 29 at 3:00 pm. Please register in TrainTraq.

Reminders:

1. 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.
2. 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 website to learn more about Performance Management and the available resources. Questions? Email us at hrevaluations@tamu.edu

Important Updates for Open Enrollment FY23
Open Enrollment is right around the corner, and it is a great time to review your benefits. How often did you go to the dentist this past year? Are you filling maintenance prescriptions that might be cheaper through mail order? Did you complete your Two-Step Wellness Program incentive tasks? These are questions to consider when thinking about next year’s benefit elections. Start thinking about these questions as you prepare for Open Enrollment which is available in Workday July.

Important changes for Open Enrollment:

- There will be no grace period to enroll or make changes after Open Enrollment closes July 31, 2022
  - No corrections can be made in the month of August before the effective date of September 1
  - Changes cannot be made after the first payroll deduction of the fiscal year as happened in previous years
  - Mailed documents must be postmarked by July 31st (online enrollment preferred)
  - No exceptions

- This year only, during Open Enrollment active employees will have the chance to increase Optional Life insurance coverage without providing Evidence of Insurability. Learn more

Plan updates beginning September 1, 2022:

- Newly benefits-eligible employees will have 31 days from date of hire/initial eligibility to enroll in benefits. This is a change from the previous year of 45 days.
- Enrollment for benefits after a qualified life event must take place within 31 days from the date of event. This is a change from the previous year of 60 days
Watch our [Open Enrollment website](#) for more updates coming soon.

**Sick Leave Pool Withdrawal Form Updated**
The Sick Leave Pool Withdrawal form was recently updated. It should be used for all future requests for sick leave pool withdrawals and can also be used if previously donated hours need to be restored.

The [Sick Leave Pool Withdrawal form](#) is available on the HROE website. Questions regarding this form may be directed to [leave@tamu.edu](mailto:leave@tamu.edu).

**Update on Upcoming Changes to System-Required Course Assignments**
Two of the System-required courses—Ethics (99001) and Reporting Fraud, Waste, & Abuse (99003)—will be replaced by a new combined course called Ethics & Fraud (2114400) in **mid-April**. Ethics & Fraud was developed based on input from a committee of training coordinators from several A&M System member universities and agencies, the Office of General Counsel, and the Office of Internal Audit. It was pilot-tested successfully in December and was recently updated to respond to feedback from the pilot-testing.

No action is needed on your part. For now, Ethics (99001) and Reporting Fraud, Waste, & Abuse (99003) will continue to be assigned and existing assignments of 99001 and 99003 are still valid. Employees may take Ethics & Fraud (2114400) to remove assignments of Ethics and/or Reporting Fraud, Waste, & Abuse. However, please do not assign Ethics & Fraud manually at this time. We will provide details about assignments of the new course as we get closer to the implementation date.

If you have any questions, please contact Organizational Development at [OrgDev@tamu.edu](mailto:OrgDev@tamu.edu).

**End of Semester Housekeeping for Student Employees**
If a student or grad student employee is graduating at the end of the semester, please ensure you have communicated with them to know their future plans. If the student or grad student employee is an active internal applicant in a job requisition recruiting process, terminating the employee may not be the correct action at the end of the semester.

I-9 processors, please monitor your *To Do* List in Guardian, and update the employees’ records as needed. If work authorization is not obtained, the student or grad student employee must be terminated in Workday by the end of the work authorization period.

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**PAYROLL SERVICES**

**Underpayment / Overpayment / No Payment Pay Results**
Payroll continues to receive calls and emails each payday from departments reporting underpayments, overpayments, or no payments. The issues are being identified on payday or later. Most issues could have been identified by departments prior to payroll deadlines. **It is imperative that all departments generate and review the Pay Calculation Results for a Period report** (instructions in Report Verification) every biweekly and monthly payroll. These reports should be reviewed to ensure employees will receive their expected salary / hours, one-time payment request, recurring payments and/or allowances. This is also an opportunity to make sure new hires since the last payroll will receive pay. Initiation of a business process is not assurance that expected pay results are populating as part of the employee’s paycheck. **If an error or omission is identified before payroll deadlines, payroll staff can work with you to try to correct, as long as business processes are fully completed.**

**FAQ Spotlight**
Payroll maintains an extensive [FAQ](#) section on our website. FAQs are available under these headings:

- General FAQs
- Supervisory Organizations
- Payment Elections (Direct Deposit)
- Managers, Timekeepers & Timesheets (*manager / timekeeper need to know*)
- Biweekly Paid Employees & Timesheets (*employee need to know*)
- Monthly Paid Employees
• HR Contact

Please reference these sections to see if your question or issue is already answered before contacting payroll@tamu.edu.

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EMPLOYEE WELLNESS

★Please share this article with employees in your department.

Living Well Events
Use your wellness release time.

Special offerings:
• Crushing Change Through Resilience | 3/31 | 11:30am - 12:30pm

Personal interest groups:
• Coffee Chat & Connections | 3/30 | 2:00pm – 3:00pm
• Crafting Circle - April | 4/1 | 5:30pm - 6:30pm

Fitness offerings:
• Total HIIT Fusion | 3/28 & 3/30 | 4:24pm – 5:30pm
• Stretch & De-Stress* by PEAP | 3/29 & 3/31 | 6:45am – 7:15am
• Dance Fusion | 3/30 | 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.

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ANNOUNCEMENTS

★Please share this article with employees in your department.

Sent on behalf of the Committee of Senior Business Administrators (CSBA)

Remember to Register for the CSBA Spring 2022 Conference
This is a free, day-long event on Monday, May 23 and can be accessed through the conference website at CSBA Conference. A complete preview of the agenda, as well as information about our featured presenters can also be found on the website.

We are looking forward to the conference and hope to see you there on May 23, 2022.

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QUESTIONS? HRunit@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/landmarks

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