May 23, 2022   |   Share the following information within your departments as appropriate.

HROE PATH FORWARD
May HROE Fellowship

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS
★ Performance Review Process – Deadline May 31, 2022
★ Workday Training Updates, Week of 05/16/2022

PAYROLL SERVICES
Earlier Deadlines for Biweekly #22-20 & Estimated Hours
★ Delegates in Workday

EMPLOYEE WELLNESS
★ Living Well Events

ANNOUNCEMENTS
★ Graduate Student Employment Reminders
★ NetID Account Access Issues

PAYROLL REMINDERS
May 23:
• Monthly Pay Calculation Results
  Report refreshed at 10:00am
• Monthly PPRs & Lump Sum
  Payouts due at 11:00am

May 24:
• Monthly Pay Calculation Results
  Report refreshed at 10:00am
• Current Monthly BP Approvals
  due at 5:00pm
• #22-20 Retro Timesheets and
  Workday Retro BP Approvals due
  at 5:00pm (earlier deadline)

May 25:
• Monthly Pay Calculation Results
  Report refreshed at 10:00am

May 26:
• Monthly Final Pay Calculation
  Results Report available at 2:00pm

May 27:
• #22-20 Current Timesheets,
  Workday BP Approvals, Lump
  Sum Payouts, PPRs & Time Off
  Requests due at 11:00am (earlier
  deadline)
• #22-20 Pay Calculation Results
  Report available at 12:00pm

May 31:
• #22-20 Pay Calculation Results
  Report refreshed at 10:00am
• #22-20 Timesheets Locked; only
  Timekeepers can update
• Run Timekeeper Reports

Payroll Processing Calendar Key
Processing Schedules
Workday Tools
May HROE Fellowship
A direct email was sent to the HR professionals (liaisons) who will be reporting to HROE starting September 1 and the current HROE staff with a link to register for the May 26 HROE Fellowship Series meeting. This is your opportunity to visit with our meeting host, Associate Vice President for HROE, Stephen Schulze, along with other HROE leadership and staff. Staff at remote locations may join us via Zoom. All questions or requests for the Zoom details should be sent to HRNetwork@tamu.edu.

Watch our theme video “May the Force Be with You” to set the stage for what you can expect to hear at the lunch!

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

★★Please share this article with employees in your department.

Performance Review Process – Deadline May 31, 2022
The deadline to complete performance evaluations in Workday is quickly approaching. Employees must submit the self-evaluation task so managers can complete the manager’s evaluation. As a reminder, in order 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. For questions, please contact hrevaluations@tamu.edu.

Workday Training Updates, Week of 05/16/2022
Details regarding the following updated user guides can be found on Workday Help in the Education section.

- Request Compensation Change job aid updated to reflect new routing
- Managing the Merit Process reference guide updated to reflect Merit 2022 updates
- Staffing and Compensation Changes During Merit reference guide updated to reflect Merit 2022 updates

PAYROLL SERVICES

Earlier Deadlines for Biweekly #22-20 & Estimated Hours
Due to the upcoming Memorial Day Holiday on May 30, 2022, most deadlines associated with Biweekly #22-20 are earlier than normal:

- Tuesday, May 24: #22-20 Retro Timesheets & Workday BP Approvals due at 5:00pm
- Friday, May 27: #22-20 Current Timesheets & Workday BP Approvals, Lump Sum Payouts & Supplements due at 11:00am

To avoid overpayment, benefit-eligible biweekly paid employees without sufficient accrued time off, student employees, GANTS and temp/casual employees are encouraged to not estimate time. Missed hours & timesheet corrections can be added to a timesheet up to three prior pay periods back and submitted to the manager for approval and payment at a later date. Please notify your employees, managers and timekeepers of the earlier deadlines and plan accordingly.

Delegates in Workday
Please ensure Managers, Absence Partners, and Timekeepers have delegates established in Workday to approve hours and time off requests, run reports, and move forward and/or approve business processes. Please consult the Manage Delegations Job Aid for step-by-step instructions.

EMPLOYEE WELLNESS
**Please share this article with employees in your department.**

**Living Well Events**
Only one more interim week before our summer starts. Programming returns Tuesday, May 31.

**Special offerings:**
- [Catapult Exams](#) | 5/24 | 7:30am – 2:30pm
- [Catapult Exams](#) | 5/25 | 7:30am – 2:30pm
- [Tools to Handle Stress](#) | 5/26 | 1:00pm – 2:00pm

**Fitness offerings:**
- [Limited interim schedule](#) | 5/4 – 5/30

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 student employees in your department.**

**Graduate Student Employment Reminders**
- Graduate students must meet the [Graduate Assistant registration requirements](#) to be employed in a GANT, GAT, GAR, or GAL position. This includes summer terms, if a student is in their final semester and/or if they have an approved Reduced Course Load (RCL) on file with ISS. There is not a distinction on research credits or in-class credits.
- Graduate Assistants must receive approval to work beyond 50% FTE (20 hours / week). This approval should be received in advance of starting the additional work. The maximum allowed hours depend on the term (fall, spring, summer, when classes are not in session) and on the student’s status as a domestic or international student. F-1 or J-1 students can work a maximum of 20 hours a week during fall and spring terms while classes are in session. F-1 or J-1 students can work up to 40 hours a week during winter and spring break periods when classes are not in session and during the summer. More information is available on the [Grad School webpage](#), [TAMU ISS F-1 On and Off Campus Employment page](#), and the [TAMU ISS J-1 On and Off Campus Employment page](#).
- The [Academic Department Request of Graduate Assistant > 50% Effort form](#) is generally initiated by the student. There is a signature line for the student’s academic Department Head/Advisory Committee Chair so that the academic department can review and determine if the additional hours would be a concern as it relates to the student’s academic progress. Once the student obtains the required signature(s), the form is submitted to the primary employing department for processing in Workday.

For questions, please contact [grad-employment@tamu.edu](mailto:grad-employment@tamu.edu).

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**Please share this article with employees in your department.**

**Sent on behalf of the Division of Information Technology**

**NetID Account Access Issues**
On May 22, an inaccurate Workday data feed caused 30,000 NetID accounts to temporarily lose access to some IT services. Access to most services is already restored, but access to all services should have been restored by 8 a.m. on Monday, May 23.

Customers continuing to experience issues must reset their NetID password to restore access.
- If you are unable to log in to your Texas A&M account and see a warning message stating “Invalid NetID or Password,” you need to reset your password.
  - To reset a NetID password using Self-Service Password Reset, visit [gateway.tamu.edu/password-reset](http://gateway.tamu.edu/password-reset) and follow the instructions.
  - If you have not set up Self-Service Password Reset, you must call Help Desk Central at 979.845.8300 to reset your password.

If you can log in to your Texas A&M accounts but cannot access services you used to have access to, please contact Help Desk Central at 979.845.8300 or [helpdesk@tamu.edu](mailto:helpdesk@tamu.edu).
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