



HR LIAISON NETWORK NEWS

April 12, 2021 | Share the following information within your departments as appropriate.

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PAYROLL REMINDERS

April 15:

- #21-17 **Retro** Timesheets and Workday Retro BP Approvals due at 5:00pm

April 19:

- #21-17 Current Timesheets, Workday BP Approvals, Lump Sum Payouts, PPRs & Time Off Requests due at 11:00am
- #21-17 Pay Calculation Results Report available at 12:00pm
- Monthly **Retro** Business Process Approvals due at 5:00pm

[Payroll Processing Calendar Key Processing Schedules Workday Tools](#)

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

EPSL extended through September 30, 2021

The **Consolidated Appropriations Act (CAA)**, passed in late December 2020, permitted employers to voluntarily extend paid leave benefits previously mandated by the **Families First Coronavirus Response Act (FFCRA)** originally expired December 31, 2020). In accordance with the CAA, Texas A&M chose to voluntarily continue providing FFCRA leave benefits through March 31, 2021.

As you may be aware, the recently passed **American Rescue Plan Act (ARPA)** has once again permitted employers to voluntarily provide employees with Emergency Paid Sick Leave (EPSL) and/or EFMLA (Emergency Family Medical Leave) through the end of September. With authorization from The Texas A&M University System, we are pleased to announce the extension of EPSL to Texas A&M employees through September 30, 2021. EFMLA benefits will not be extended beyond March 31, 2021; however, [leave afforded by the Family and Medical Leave Act \(FMLA\) remains available for eligible employees](#).

HR Liaisons are asked to work with their employees to wrap up the use of the existing EPSL and EFMLA benefits through March 31, 2021. Leave entries, including corrections, should be submitted and approved as soon as possible to avoid confusion regarding eligibility for the new EPSL benefits that are effective April 1, 2021.

We will provide additional information about EPSL under the ARPA later this week. We are in the process of updating our dedicated website including changes to eligibility criteria and the employee request form. In the meantime, Texas A&M employees may contact Employee Relations at Employee-Relations@tamu.edu with questions. Texas A&M Health employees may contact hschr@tamu.edu. We appreciate your patience and understanding as we work through these changes.

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IMPORTANT SUMMER REMINDERS:

Appointments and Insurance Premium Process – Initial Response Due April 13

If you are a Liaison for a department with benefits-eligible employees who have work periods of 9, 10 or 11 months, especially Fall 2020 new faculty hires, you likely have employees impacted by this process. Also, current part-time or hourly employees with 9, 10 or 11 month work periods are usually impacted.

Please note that the initial information we have requested from you by **April 13** is for the purpose of **preventing employees from receiving notice on April 19** of the summer premium deductions. We need to hear from you if you already know that the employee is terminating or retiring May 31, or will have a 3-month added job or work period extension this summer **and** wants the deductions to come from that added job or extended work period compensation. There is still time to notify of us, after the April 19 notification letters have gone out, if plans change. Please see the entire [timeline](#) with the second set of deadlines.

Resources:

Thank you to the HR Liaisons who joined one of last week's informational sessions about the Summer Appointments and Insurance Premium processes in Workday. HR Liaisons assisting with summer appointments and insurance premiums for faculty and graduate assistants are highly encouraged to review the [PowerPoint presentation, video recording and Q&A document](#) from the March 31st webinar provided by Workday Services. Please refer to these resources, available in [Workday Help](#) under the Education / Webinars section, to ensure a smooth transition into summer appointments and summer insurance premiums. If you have questions or need additional assistance, please visit the HR [Contact Us](#) webpage to locate the appropriate HROE department to assist with your inquiry.

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Performance Management Reminders and Questions

The annual Performance Review process for staff employees at Texas A&M, including the Health Science Center, began Thursday, April 1, 2021 for the review period 4/1/2020 through 3/31/2021.

As a reminder:

- Please ensure that all staff check their [Workday](#) Inbox for items to complete.
- The recommended date for employees to complete their self-evaluation is Friday, April 23rd. Please note that the Workday due date for each task in your inbox is offered as a guide. Tasks will remain in your Workday inbox until they are submitted. Visit the [Performance Management](#) webpage for an overview of the process, timeline, Workday job guides, and other resources.
- Course offerings are available to support employees, managers, and HR Liaisons through the process, including Workday demonstrations and best practices for employees and supervisors, delivered via Zoom. Check out the [Schedule of Events](#) to enroll in a session.
- The deadline for completing performance reviews is May 31, 2021. While May 28 and May 31 are University holidays (Memorial Day), the performance review deadline remains the same. Please plan accordingly.

Please note the following information related to questions received:

- If employees submit the self-evaluation and need to make edits, the managers have the ability to send it back to the employee. Please review the instructions for [Sending Back Evaluations to Employees](#).
- Goals attached to performance reviews cannot be edited, but they can be removed if they are no longer applicable.
- Old goals can be archived; please review this job guide for instructions: [Employee Guide to Archive Goals](#).
- Goals can be added after launch; please review this job guide for instructions: [Employee Guide To Add Goals After Launch](#).

If you have any questions or need assistance, contact hrevaluations@tamu.edu.

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Workday Services Training Changes, Week of April 5, 2021

User Guides

- Job Aid
 - UPDATED: *Create Questionnaire for Job Requisition* – updated process for Recruiting Partner to create a questionnaire for a job requisition in support of changes made by WD2021R1
 - UPDATED: *Change Job* – refined the job page information section to reflect that users will not be able to select the create new position option during the Change Job due to a new validation that was put into production

- RETIRED: *Create Questions and Questionnaires* – WD2021R1 made significant changes to interface, process and the way Recruiting Partners actually use the create question business process required this job aid to be archived and rewritten
- Reference Guide
 - NEW: *Correct Worker Start Date* – guides you on how the process works and when to use the Correct task instead

Webinar

- Deck/Video
 - *Retirement* – discusses the process of retirement from both the staffing and benefits perspective

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COVID-19 Return to Campus Courses

In alignment with requirements set forth by Governor Abbott's executive order GA-21 as amended by GA-22, employees are required to complete the following System Office courses in TrainTraq:

- [2114131 : Safe Practices for Returning to the Office During the COVID-19 Pandemic](#)
 - This course is required for all employees and is automatically assigned. Employees who completed the Safe Practices course will not be required to retake this course in order to return to campus Spring 2021.

Retake Requirement: Due Before Returning to Campus

- [2114130 : Protocol and Certification for System Member Employees; updated.](#)
 - This course is required for all employees and is automatically assigned/reassigned accordingly.
 - This course was updated; and, employees are required to retake the course before returning to work on campus Spring 2021 (regular worksite). This requirement also applies to employees who have continued to work onsite.
 - The attached spreadsheet will only show completions on or after Nov. 4.

Spanish versions are also available for these courses. Completing either the English or Spanish version will meet the assignment requirements to complete the courses.

Attached is a report to help monitor completions and incompletions. If you have questions, please contact Organization Development at OrgDev@tamu.edu.

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PAYROLL SERVICES

Zoom Training – Paying Employees in Workday

There is still time to register in TrainTraq for Zoom training by Payroll Services Staff for **Course 2113632: HR Liaison: Paying Employees in Workday**. The training will be Thursday, April 15, 2021 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!

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Major Update: Payroll Services Website & Email

The Payroll Services website has relaunched in a new improved format as part of University Accounting Services at <https://uas.tamu.edu/payroll>. The homepage provides quick links to:

- About Us
- Contact Us
- Calendars and Pay Schedules
- FAQ
- Employment Verifications
- Forms
- Tools
- Resources

Additionally, we are now utilizing **one email address** – payroll@tamu.edu - for all inquiries and form submission. This shared email is accessible by all Payroll Services staff and should be used by HR Liaisons, departmental contacts, active and former employees and customers. **Use of this one email will provide you with the**

quickest response to your issue.

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EMPLOYEE WELLNESS

★ Please share this article with employees in your department.

Flourish Events



Special offerings this week:

- [Steps Towards a Better You](#) | 4/13 | 11:00am – 11:45am
- [Surprising Links Between Trees & Health](#) | 4/13 | 2:00pm – 3:00pm
- [Sleep Series: Rest Easy with Mindfulness](#) | 4/15 | 11:30am – 12:30pm
- [Creating & Managing Shade](#) | 4/16 | 11:00am – 12:00pm
- [Introduction to Pickleball](#) | 4/16 | 1:00pm – 2:00pm

Special interest groups:

- [Infertility Connection](#) | 4/14 | 12:00pm – 1:00pm
- [Bariatric Buddies](#) | 4/15 | 12:00pm – 1:00pm

Take advantage of our fitness classes - here are just a few:

- [Pilates](#) | 4/12 & 4/14 | 11:45am – 12:30pm
- [Stretch & De-Stress by PEAP](#) | 4/13 & 4/15 | 6:45am – 7:15am
- [Body Blaster by Rec Sport](#) | 4/14 | 12:15pm – 1:00pm

View our [full fitness class schedule](#) with classes taught by PEAP, Rec Sports and Piranha Fitness.

Check out our new [scheduling software](#) and mobile app.

Visit our [website](#) and social media ([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.

President's Meritorious Service Award Virtual Ceremony April 19

All University employees, as well as SSC/Chartwells employees, are invited to participate in the virtual award ceremony for the President's Meritorious Service Award (PMSA) on Monday, April 19, 2021 at 10:00 a.m. The University President will recognize outstanding staff for demonstrating their commitment to the Aggie core values of respect, excellence, leadership, loyalty, integrity and selfless service. [Visit the PMSA webpage for the list of recipients and the link to the virtual ceremony.](#)

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W-2 Tax Forms Now in Workday

Employees, both current and former, can now access their W-2s online in Workday as follows:

For 2018-2020 tax years W-2:

Access via the **Pay Worklet in Workday**

1. Log into Single Sign-On at <https://sso.tamus.edu> using your UIN and password.
2. Click the Workday option.
3. Click the "Pay" Worklet on the employee dashboard.
4. In the "View" box click on "[My Tax Documents](#)".
5. Your W-2 will be listed on the next page for you to view and print as needed.

Access via the **Employee Profile in Workday**

1. Select the "Pay" category" in the blue sidebar of the employee profile.
2. Select the "Tax Documents" tab to view the W-2 for tax year (2018, 2019, or 2020).

For 2017 and past years W-2:

1. Log into Single Sign-On at <https://sso.tamus.edu> using your UIN and password.
2. Click the "HR Connect Legacy" tab.

3. Click on “W-2 Forms”.
4. This page will display a list of your W-2s by year. View and print as needed.

SSO Log On Issues

If you experience difficulty logging into SSO, follow the on-screen help or send an email to Payroll Services at payroll@tamu.edu to have your password reset. Please provide your name, the last four digits of your Social Security Number, your date of birth and your current email address for verification. An automated email will be sent to you with the new password. At that time, you can log in and retrieve your W-2 using the instructions above.

Paper W-2s

If you are not signed up to receive your W-2 electronically, you will receive a paper W-2 in the mail. All paper forms will be mailed by January 31st each year. They are also available in Workday (beginning with 2018 tax year) and HR Connect Legacy (2017 and past years).

Information on W-2s

The W2 reports data on a calendar year basis; therefore, if you do not have a payment with a pay date in 2020, you will not have a 2020 W2.

[Further information on the W-2 can be found on the Tax Compliance & Reporting webpage.](#)

Questions

- Email **Tax Compliance & Reporting** at tax@tamu.edu for questions about your wages or taxes reported on the W-2.
- Email the **Payroll Office** at payroll@tamu.edu for other payroll questions.
- Email **Human Resources** at benefits@tamu.edu for questions about benefits issues.

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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:
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