



HR LIAISON NETWORK NEWS

April 19, 2021 | Share the following information within your departments as appropriate.

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

- [EPSL under the American Rescue Plan Act](#)
- [Nominations Open for SEBAC Representatives](#)
- [Migrating to Xref for Reference Checking](#)
- [Attachments from Applicants](#)
- [Performance Management](#)
- [COVID-19 Return to Campus Courses](#)

PAYROLL SERVICES

- [Major Update: Payroll Services Website & Email](#)

EMPLOYEE WELLNESS

- ★ [Flourish Events](#)

ANNOUNCEMENTS

- ★ [Summer 2021 International GA Insurance Waiver Process Guidelines](#)

[TEXAS A&M COVID-19
CAMPUS GUIDANCE](#)

[HROE COVID-19 UPDATES
FOR EMPLOYEES](#)

PAYROLL REMINDERS

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

April 20:

- #21-17 Pay Calculation Results Report refreshed at 10:00am
- #21-17 Timesheets Locked; only Timekeepers can update
- Run Timekeeper Reports
- Monthly Pay Calculation Results Report available at 12:00pm

April 21:

- Monthly Pay Calculation Results Report refreshed at 10:00am
- #21-17 BW Final Pay Calculation Results Report available at 2:00pm
- April 22:
- Monthly Pay Calculation Results Report refreshed at 10:00am
- Monthly PPRs & Lump Sum Payouts due at 11:00am

April 23:

- #21-17 Biweekly Pay Day
- Monthly Pay Calculation Results Report refreshed at 10:00am
- Current Monthly BP Approvals due at 5:00pm

April 26:

- Monthly Pay Calculation Results Report refreshed at 10:00am

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

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

EPSL under the American Rescue Plan Act

As announced in last week's Liaison Network News (LNN), Emergency Paid Sick Leave (EPSL) benefits have been extended through September 30, 2021, in accordance with the American Rescue Plan Act (ARPA). Texas A&M and Texas A&M Health employees will be notified via email of the availability of EPSL benefits under the ARPA. A few key points are listed below.

- Under the ARPA, employees who are unable to perform their assigned duties due to [one of nine qualifying reasons related to COVID-19](#) are eligible for up to 80 hours of emergency paid sick leave (EPSL) beginning April 1, 2021 through September 30, 2021.
- All employees, including those who do not currently earn leave, are eligible for EPSL from their first day of employment.
- Employees are entitled to a new bank of EPSL hours beginning April 1, 2021.
- Workday is in the process of being updated to reflect the new qualifying reasons, and employees will be able to submit their EPSL entries in Workday beginning on Friday, April 23.

We encourage HR Liaisons to review our [dedicated webpage for EPSL under the American Rescue Plan Act](#) which provides additional information including the updated EPSL request form and updated FAQs. If an HR Liaison needs access to the former EPSL and/or EFMLA forms or information for Families First Coronavirus Response Act (FFCRA), please [contact our HR Liaison Administrator](#).

Questions: TAMU liaisons may contact Employee Relations at Employee-Relations@tamu.edu. TAMU Health liaisons may contact hschr@tamu.edu.

[Top](#)

Nominations Open for SEBAC Representatives

Nominations opened today for two individual representatives to The Texas A&M University [System Employee Benefits Advisory Committee \(SEBAC\)](#), one representing Texas A&M Health (HSC) specifically and another representing Texas A&M University. SEBAC makes recommendations to System Benefits Administration on various issues relating to employee/retiree benefits. Information about SEBAC along with the nomination link is available at <https://employees.tamu.edu/benefits/insurance/election.html>. Nominate yourself or a colleague you think would make a great candidate. **The deadline for nominations is 5:00 p.m., Monday, April 26, 2021.**

[Top](#)

Migrating to Xref for Reference Checking

Texas A&M University has partnered with Xref to facilitate reference checks for recruitments for over one year with excellent results and feedback. Xref is faster, more accurate and easier to use for our HR Liaisons, hiring managers and our candidates. HR Liaisons need only to select the questionnaire, enter the job requisition number/job title, and the candidate(s)' name, phone number and email address into Xref. Within hours, the HR Liaison is able to share reference documentation with the hiring manager for review. If a hiring manager would like to have a specific reference provide additional information the contact information for the reference is provided with the feedback file. Our partnership with Xref allows us to no longer request applicants to provide reference contact information with the application.

If you have not signed up for Xref, or would like more information on the application and how to sign up to use, please go to our website for additional information. <https://employees.tamu.edu/talent-management/recruiting-selection/checking-references.html> Please send questions to jobs@tamu.edu with Xref in the subject line.

[Top](#)

Attachments from Applicants

The application process during the initial implementation of Workday was not as smooth and transparent as desired. Attaching documents was difficult for applicants and often resulted in calls and emails to Recruitment. A workaround for this issue used the questionnaire functionality to allow attachments, however, while better, this was not without its issues as well.

Recruitment has worked with Workday Services to improve the clarity of the Attachments section of the application to reduce the number of errors in uploading documents. Going forward, the questionnaire will only be used to confirm the applicant has attached the requested documents and instruct them to return to the attachment section to do so. Please send questions about this to jobs@tamu.edu.

[Top](#)

Performance Management

The annual Performance Review process for staff employees at Texas A&M, including the Texas A&M Health, began Thursday, April 1, 2021 for the review period 4/1/2020 through 3/31/2021. For more detailed information, please refer to our [Performance Review FAQ](#) page.

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.

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](#).
- Managers can request performance feedback from other managers or colleagues and attach the feedback provided to the evaluation while completing the manager evaluation in Workday. Additional feedback can be provided using the [Performance Feedback Form](#).
- Talent Analysts should run the *Performance Review Process (All)* report in Workday to track progress.

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

[Top](#)

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.

[Top](#)

PAYROLL SERVICES

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.**

[Top](#)

EMPLOYEE WELLNESS

★Please share this article with employees in your department.

Flourish Events

We owe immense gratitude to each of you.

Join us this week for chances to win some FitBit swag by attending:

- [The Sandwich Generation](#) | 4/21 | 10:00am – 11:00am
- [Coffee Chat](#) | 4/21 | 2:00pm – 3:00pm
- [Taste of Tai Chi](#) | 4/22 | 7:00am – 8:00am
- [Sleep Series: Sleep and Performance](#) | 4/22 | 11:30am – 12:30pm
- [Introduction to Pickleball](#) | 4/23 | 1:00pm – 2:00pm

Take advantage of our fitness classes:

- [Pilates](#) | 4/19 & 4/21 | 11:45am – 12:30pm
- [Stretch & De-Stress by PEAP](#) | 4/20 & 4/22 | 6:45am – 7:15am
- [Body Blaster by Rec Sport](#) | 4/21 | 12:15pm – 1:00pm

View our [full fitness class schedule](#) with classes taught by PEAP, Rec Sports and Piranha Fitness. (Fitness classes not eligible for FitBit swag contest).

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

Keep an eye on our social media ([Facebook](#), [Twitter](#), and [Instagram](#)) for your chance to win a football signed by Coach Jimbo Fisher!

[Top](#)

ANNOUNCEMENTS

★Please share this article with Graduate Assistants in your department.

Summer 2021 International GA Insurance Waiver Process Guidelines

The Graduate and Professional School, in consultation with TAMUS Benefits, HROE, TEES, AgriLife, and International Student Services created guidelines that outline the steps necessary to prevent International Graduate Assistants (GA) from being charged the international System Student Health Insurance Plan (SSHIP) fees while enrolled in the Graduate Student Employee Health Plan during the summer 2021 term. These guidelines include the conditions that must be met for a GA to qualify, HR Liaison and GA responsibilities, and points of contact for further questions. Timely adherence to the steps outlined in the guidelines will result in the GA being included in the waiver report and the SSHIP fees being removed from the GA's student billing account. You can find the [Summer 2021 International Graduate Assistant Waiver Process Guidelines](#) on the [Graduate Student Employment and Benefits Webpage](#) under the International Graduate Student Section or see the attached file.

[Top](#)



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/liasons



Past LNN issues
are found online:
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