



HR LIAISON NETWORK NEWS

April 26, 2021 | Share the following information within your departments as appropriate.

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PAYROLL REMINDERS

April 26:

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

April 27:

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

April 29:

- #21-18 **Retro** Timesheets and Workday Retro BP Approvals due at 5:00pm

May 3:

- Monthly Pay Day
- #21-18 Current Timesheets, Workday BP Approvals, Lump Sum Payouts, PPRs & Time Off Requests due at 11:00am
- #21-18 Pay Calculation Results Report available at 12:00pm

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

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

SEBAC Nominations Close Today

Nominations close today, Monday, April 26 at 5:00 p.m., for two individual representatives to The Texas A&M University [System Employee Benefits Advisory Committee \(SEBAC\)](#), SEBAC makes recommendations to System Benefits Administration on various issues relating to employee/retiree benefits. Nominate yourself or a colleague you think would make a great candidate at <https://employees.tamu.edu/benefits/insurance/election.html>.

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Reminder: Summer Insurance Premiums - Final Deadlines for Change in Status

Thank you so much for your responsiveness to the initial summer insurance premium information deadline on April 13. This is a reminder that the final deadlines are approaching quickly for changes in status of employees impacted by summer insurance premium deductions. If you are now aware of a change in status that will impact the premiums deduction, please see the details at the website below and submit your response by the following dates:

- For biweekly-paid employees **by 5:00 p.m. on April 27, 2021**
- For monthly-paid employees by 5:00 p.m. on **May 10, 2021**

We need to hear from you if you did not previously submit a status change for that employee by the April 13 first deadline, and you can confirm that:

1. the employee is terminating or retiring May 31, or
2. the employee is requesting billing based on negative pay calculations, or
3. the employee 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.

The response should be provided on the spreadsheet template called "[Summer Premium Process After Notification](#)". Submit your worksheets to benefits@tamu.edu (Texas A&M departments) or hschr@tamu.edu (Texas A&M Health departments). Based on your submitted information, we will code Workday for the individual to stop the summer deductions as applicable. Benefit Partners in HROE and HSC HR code Workday with the applicable Other ID for individuals as T for May 31 terminations for retirements, B for those needing to be billed due to negative pay amounts or other situations, and D for deducting from summer compensation. All others not coded with B, T, or D will have four months of premiums deducted from May compensation as communicated to them in the email.

Email benefits@tamu.edu or hschr@tamu.edu if you have questions.

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EPSL Under the ARPA - Virtual Question and Answer Sessions – April 28

HROE is hosting a second Question and Answer session for HR Liaisons regarding the new Emergency Paid Sick Leave (EPSL) benefits afforded by the American Rescue Plan Act (ARPA). We ask that all [participants review the information on our dedicated webpage](#) and come prepared to ask questions you may have about the new EPSL. This session is not intended to be a formal training; however, it is an opportunity to hear the types of questions that your colleagues may raise.

Registration info:

- Wednesday, Apr 28, 2021 1:00pm-2:00pm [Register](#)

After registering, you will receive a confirmation email containing information about joining the meeting.

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Performance Management

The annual Performance Review process for staff employees at Texas A&M, including 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. Tasks will remain in the Workday inbox until they are submitted.
- All employees should have submitted their self-evaluation as of Friday, April 23. Please note that the Workday due date for each task in your inbox is offered as a guide. 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.
- Talent Analysts should run the *Performance Review Process (All)* report in Workday to track progress.
- Got questions? Check our [FAQ section](#) for answers to the most commonly asked questions.

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

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Flash Lesson: How to Complete Section 3 of Form I-9

When adding a Section 3 to an existing Form I-9, please remember the following:

- For Legal Name Changes**
Only enter the name that is changing. All other fields should be marked N/A.
- For Rehires**
If no other information is changing, only enter the rehire date. All other fields should be marked N/A.
- For Reverifications**
Only select the documents that are being used and the new expiration date. All other fields should be marked N/A.

Visit the webpage [Form I-9 - Employment Eligibility Verification](#) for other information.

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Subscribe to Stay Informed (Form I-9 and Guardian)

If you would like to stay informed about Form I-9 and E-Verify rules, regulations, and Guardian processes, subscribe to our distribution list. Please send us your name and email to UIN-I9@tamu.edu and we will add your name to the list. You will receive periodic updates to keep you informed and up to date.

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Workday Services Education: May Webinars

Join us for the following Workday Services webinars. These events are open to all, but content will focus on the security role listed within the webinar description. These events can be downloaded to Microsoft Outlook by navigating to the Workday Education Calendar, select the webinar you would like to add and click on the ical export icon.

[Workday Wednesday: Change Job Template for Job Classification Changes](#)

May 5, 2021 | 10:30-11:30am

Description: Detailed overview of the new Change Job Template functionality that allows authorized security roles to more easily perform Job Classification changes for the Worker.

Presenter(s): DeAnna White & Pamela Gentry – Core HR

Target Audience: HR Partner, HR Contact, *Managers

**This security role would benefit from the sharing of this information. Feel free to forward the invitation*

[Workday Wednesday: Processing One-Time Payments and Work Period Changes](#)

May 12, 2021 | 10:30-11:30am

Description: How to make sure to process one-time payment requests on time for payroll and what are the best practices. The options available to process one-time payments. Selecting an annual work period from list of options available and different scenarios for annual work period updates for both new hires and existing employees with extensions.

Presenter(s): Sri Kamarthi – Compensation; Nancy Hamilton - Payroll

Target Audience: HR Partners, Payroll Partners

[Workday Wednesday: Faculty Tenure & Emeritus Status in Workday](#)

May 19, 2021 | 10:30-11:30am

Description: Provides an overview of how Workday has been configured to be the official record of source for Faculty Tenure and Emeritus awards.

Presenter(s): DeAnna White & Pamela Gentry – Core HR

Target Audience: Talent Partner, Talent Analyst, Faculty Partner, HR Partner

[Workday Wednesday: Workday Assistant](#)

May 26, 2021 | 10:30-11:30am

Description: Workday Assistant is a digital assistant chatbot designed to help you conversationally complete tasks and retrieve information within Workday. In this webinar, we will introduce Workday Assistant and provide an overview of its capabilities and demonstrate how you can easily navigate in Workday using Workday Assistant.

Presenter: Sri Kamarthi – Compensation

Target Audience: All Employees/Security Roles

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Workday Services Training Changes

Week of April 19, 2021- Workday Training changes have been posted online. The recent updates include several User Guides Job Aids and Reference Guides, and a new Webinar: Merit Preview 2021 was posted. Full details about these updates are found on the [Workday Weekly Updates website](#).

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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

Payroll Services Email

Payroll Services requests that all questions, issues for review, scanned forms and documents or other matters be sent to our shared email at payroll@tamu.edu rather than emailing a staff member individually. This shared email is accessible by all Payroll Services staff. Even though you may be used to working with a particular individual, if they are privately emailed but out of the office, a response to your item will be delayed or may miss being included with the current payroll calculation. Your assistance is appreciated.

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Ensure New Hires Complete Onboarding Tasks

Please be sure and verify that all new hires are completing their Workday Onboarding inbox tasks. Payroll Services is seeing an increase in employees without mailing addresses or Direct Deposit. If employee elects to not enroll in Direct Deposit, it is critical that they enter a valid mailing address in Workday. This will ensure that they receive their pay checks timely as **Payroll Services is mailing all paper pay checks**. A valid and complete address includes the Apartment # or Unit #.

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EMPLOYEE WELLNESS

★Please share this article with employees in your department.

Flourish Events

New week, new programs.

Special offerings this week:

- [Employee Wellness Blood Drive](#) | 4/27 | 9:00am – 3:00pm
- [Ballet – Adult Dance](#) | 4/27 & 4/29 | 12:00pm – 12:30pm
- [Bicycle Safety](#) | 4/27 | 4:15pm – 5:00pm
- [Rocket League - Esports Tournament](#) | 4/28 | 6:00pm
- [Sleep Series: The Effect of Nutrition on Sleep](#) | 4/29 | 11:30am – 12:30pm
- [Introduction to Pickleball](#) | 4/30 | 1:00pm – 2:00pm

Take advantage of our fitness classes:

- [Pilates](#) | 4/26 & 4/28 | 11:45am – 12:30pm
- [Stretch & De-Stress by PEAP](#) | 4/27 & 4/29 | 6:45am – 7:15am
- [Body Blaster by Rec Sport](#) | 4/28 | 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 follow us on social media ([Facebook](#), [Twitter](#), and [Instagram](#)) to build community, giveaways, and more!

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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:
[HR Liaison Network
News Archive](#)