



# HR LIAISON NETWORK NEWS

April 5, 2021 | Share the following information within your departments as appropriate.

## HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

### **URGENT** [Onboarding Reminder](#)

[Summer Insurance Premium Informational for HR Liaisons](#)

[Updated Temporary Staff Job Overlap](#)

[Performance Management](#)

[Past Due System Required Web-based Training \(WBT\) Report](#)

[COVID-19 Return to Campus Courses](#)

## PAYROLL SERVICES

[Paid Holiday / Early Release Not on Timesheet](#)

## EMPLOYEE WELLNESS

★ [Flourish Events](#)

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

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

## PAYROLL REMINDERS

### April 5:

- #21-16 Current Timesheets, Workday BP Approvals, Lump Sum Payouts, PPRs & Time Off Requests due at 11:00am
- #21-16 Pay Calculation Results Report available at 12:00pm

### April 6:

- #21-16 Pay Calculation Results Report refreshed at 10:00am
- #21-16 Timesheets Locked; only Timekeepers can update
- Run Timekeeper Reports

### April 7:

- #21-16 BW Final Pay Calculation Results Report available at 2:00pm

### April 9:

- #21-16 Biweekly Pay Day

### April 15:

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

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

## HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

### **URGENT** Onboarding Reminder

Please ask new employees to **complete all Onboarding tasks in their Workday inbox before making any changes to their personal data via a Workday worklet**. A personal data change using a worklet will produce conflicting dates which will stop the Onboarding process, requiring intervention by an HR Partner role and resulting in unnecessary delays. If an Onboarding process appears to be stopped, please send an email to [jobs@tamu.edu](mailto:jobs@tamu.edu) with the employee name/UIN and the nature of the issue.

[Top](#)

### Summer Insurance Premium Informational for HR Liaisons

HR Liaisons are invited to join us for an informational session about the Summer Insurance Premium process in Workday. If you are a Liaison for a department with benefits-eligible employees who have work periods of 9, 10 or 11 months, the process likely impacts your employees.

There are two options scheduled for this week to help Liaisons prepare for submission deadlines by **April 13**.

1. **Wednesday, April 7, 11:00 a.m. to 12:00 p.m.**

[Zoom Meeting](#)

Meeting ID: 991 1271 9102

Password: 932195

## 2. Thursday, April 8, 4:00 to 5:00 p.m.

[Zoom Meeting](#)

Meeting ID: 916 5631 1664

Password: 767863

No registration is required. Email [benefits@tamu.edu](mailto:benefits@tamu.edu) or [hschr@tamu.edu](mailto:hschr@tamu.edu) if you have questions prior to the session.

[Top](#)

### Updated Temporary Staff Job Overlap

The [Comment Template for Temporary Overlap Staff Jobs](#) has been updated to include information on the requirements and options for the temporary overlap staff jobs process. As a reminder, the temporary overlap staff jobs process is to be used by a department that has an employee who is retiring or leaving the University, and the department would like to hire their replacement before the current employee's departure. For resources on the Temporary Overlap Staff Jobs business process, options, and requirements, please reference the [Temporary Overlap Staff Jobs](#) website. For questions regarding temporary overlap staff jobs, contact Classification and Compensation at 979-845-4170 or by email at [hrcomp@tamu.edu](mailto:hrcomp@tamu.edu), or [hschr@tamu.edu](mailto:hschr@tamu.edu) for Health Science Center departments.

[Top](#)

### Performance Management

The annual Performance Review process for staff employees at Texas A&M, including the Health Science Center, began last Thursday, April 1, 2021 for the review period 4/1/2020 through 3/31/2021. A campus-wide announcement was sent on Thursday, April 1. Please ensure that all staff check their [Workday](#) Inbox for items to complete.

Please visit the [Performance Management](#) webpage for an overview of the process, timeline, Workday job guides, and other resources. Review course offerings including Workday demonstrations and best practices for employees and supervisors, delivered via Zoom, by visiting the [Schedule of Events](#).

Please note the following information related to questions received:

- When the manager and employee meet to discuss the evaluation, they should also discuss performance goals for the upcoming year.

If you have any questions or need assistance, contact [hrevaluations@tamu.edu](mailto:hrevaluations@tamu.edu).

[Top](#)

### Past Due System Required Web-based Training (WBT) Report

Attached is the monthly Required Training Assignments Report for System-required training. The report format is designed to be helpful, and actionable in enabling compliance.

1. The first tab is a summary of past due employees by Executive Level 2.
2. The second tab provides more detail with:
  - Filters to quickly identify specific colleges / divisions and departments with individuals who are past due
  - Highlighting those that are more than 90 days past due and more than 365 days past due.

If you have questions, please contact [orgdev@tamu.edu](mailto:orgdev@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](mailto:OrgDev@tamu.edu).

[Top](#)

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## **PAYROLL SERVICES**

### **Paid Holiday / Early Release Not on Timesheet**

In order to get the time blocks to create for early release, paid holidays and inclement weather events the calculations need to run on the time sheet. These calculations run automatically when employees enter/update time. If an employee does not have worked time to enter or update (paid time off, holidays all week) or they entered all time prior to the event being added to the calendar, they should Run Calculations on their time sheet. You can find the option to "Run Calculations" in the Enter Time menu at the bottom left of the employee's time sheet. The time sheet needs to be submitted and approved for the time to pay.

Alternatively, Timekeepers can choose to run calculations for everyone or groups of individuals.

Run Time Calculations for a Date Range:

1. Search for Run Time Calculations for a Date Range report.
2. Select the workers for whom you'd like to run calculations.
3. Enter Run Frequency [Run Now].
4. Enter a Request Name.
5. Select a Start Date and End Date to define the date range for calculations.
6. Click OK to run process.

See [Holiday Time Off, Early Release and Timesheets](#) on Payroll Services website for more information.

[Top](#)

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## **EMPLOYEE WELLNESS**

★Please share this article with employees in your department.

### **Flourish Events**

Reminder: You have [Wellness Release Time](#).

Reminder: Use your [Wellness Release Time](#).

### **Special offerings this week:**

- [Organizing for Everyone](#) | 4/7 | 11:00am – 12:00pm
- [Home Buying and Refinancing](#) | 4/8 | 4:00pm – 5:00pm
- [Sleep Series: Sleep Well, Live Well](#) | 4/8 | 11:30am – 12:30pm

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

- [Pilates](#) | 4/5 & 4/7 | 11:45am – 12:30pm
  - [Stretch & De-Stress by PEAP](#) | 4/6 & 4/8 | 6:45am – 7:15am
  - [Body Blaster by Rec Sport](#) | 4/7 | 12:15pm – 1:00pm
- View our [full fitness class schedule](#) with classes taught by PEAP, Rec Sports and Piranha Fitness.

If you haven't already, check out our new [scheduling software](#) and mobile app.

Visit our [new website and](#) social media on [Facebook](#), [Twitter](#), and [Instagram](#) for contests, connecting with one another, and more.

P.S. Just because you had a break doesn't mean you can't take another when you need to.

[Top](#)



Division of Human Resources  
& Organizational Effectiveness

**QUESTIONS?** [HRnetwork@tamu.edu](mailto: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](http://employees.tamu.edu/liaisons)

Past LNN issues  
are found online:  
[HR Liaison Network  
News Archive](#)