



# HR LIAISON NETWORK NEWS

August 14, 2017 | Share the following information within your departments as appropriate.

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**PAYROLL REMINDERS**

August 14:  
 ● Biweekly EPAs due at noon

August 15:  
 ● PPRs print

August 16:  
 ● PPRs available online  
 ● Biweekly PVDs available online

August 17:  
 ● Monthly EPAs due at noon

August 18:  
 ● Biweekly Pay Day  
 ● Biweekly EPAs due at noon  
 ● Supplements due at noon  
 ● Uploads due at 1pm  
 ● TimeTraq due at 4pm\*

August 21:  
 ● Electronic BVDs available  
 ● PPRs print

*\*early deadline; see FY Rollover Notes in the Payroll Services section below*

[Processing Schedules](#)  
[Payroll Reports](#)

**HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS**

**Reminder: Employee's Managers / Primary Managers for Workday**

It is extremely important that HR Liaisons review the employee/manager relationship for their respective departments. HR Liaisons with the SSO Department Administrator role are encouraged to take some time this week to review the following two reports. Please confirm the completion of this task, indicating the ADLOCs reviewed, to [ldohnalik@tamu.edu](mailto:ldohnalik@tamu.edu) by **Friday, August 18**.

1. *Verify the Primary Manager is Correct for Each Employee (staff/faculty/student/Graduate Assistant) in the Department:* the primary manager should be the supervisor responsible for all employment processes related to the employee (think organization chart – the employee is a direct report of the supervisor/manager)
  - a. From the SSO menu, select *Dept Admin* tab in the top right corner

- b. Click the *Reports* tab
  - c. Select *Employee's Managers List* from the drop-down menu
    - i. Employee Workstation = M-TAMU
    - ii. Manager Structure = All Structures
    - iii. Employee PIN = All PINs
    - iv. Employee ADLOC = select the appropriate ADLOC
    - v. Employee Manager = Primary Manager
2. *Verify that Each Employee (staff/faculty/student/Graduate Assistant) has a Primary Manager:* everyone working at Texas A&M must have a primary manager denoted in SSO to transition into Workday correctly (see description above)
- a. Use the same parameters for report #1 above with one exception
    - i. Employee Manager = Without Manager

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### **FMLA Recertification for New Fiscal Year**

It is that time of year again to review leave records of employees in your unit with FMLA-related absences. Texas A&M University administers the Family and Medical Leave Act (FMLA) on a fiscal year basis (September 1 to August 31); therefore, administrators should review and note the leave records of those employees whose FMLA-related absences (continuous or intermittent) will carry into the next fiscal year. Employees must have their family and medical leave recertified to requalify for FMLA benefits.

*Departmental leave administrators are responsible for ensuring that employees meet all of the eligibility criteria for FMLA in the new fiscal year.* The evaluation of the eligibility period (look back period) should begin with the first FMLA-related absence of the new fiscal year. To determine eligibility, the departmental leave administrator should confirm the employee has worked the requisite 1,250 hours in the 12 months preceding the first request for FMLA leave in the new fiscal year.

Please refer to our [webpage](#) for additional information including recertification examples and a streamlined notification form to use as your employee's FMLA leave transitions into a new fiscal year. Questions regarding FMLA should be referred to Benefit Services at [benefits@tamu.edu](mailto:benefits@tamu.edu) or (979) 862-1718.

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### **FY2018 Salary Memo Templates**

HROE advises all departments/units to provide employees with an individualized salary memo for the new fiscal year. Salary memo templates are now available online in the Compensation Resources section of the following page: [employees.tamu.edu/compensation/resources](http://employees.tamu.edu/compensation/resources). The memos are found at the first bulleted link on that page, titled FY18 Salary Memo Templates. With the exception of adding comments of appreciation, HROE advises departments/units against making changes to the language in these templates.

Should you have questions, please contact HR Classification and Compensation at [hrcomp@tamu.edu](mailto:hrcomp@tamu.edu) or (979) 845-4170.

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### **Changes to Training on Time Off Issues for Supervisors**

TrainTraq online course no. 2001: Time Off Issues for Supervisors has been retired and is no longer available. The content has been updated and separated into three shorter, scenario-based courses with a new look-and-feel: 2113158: [Leave Information and Guidance for Supervisors](#), 2113159: [FMLA and Parental Leave Information and Guidance for Supervisors](#), and 2112756: [Comp Time Issues for Supervisors](#). Please contact HROE Professional Development at [EODinfo@tamu.edu](mailto:EODinfo@tamu.edu) if you have any questions.

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## **WORKDAY**

*Please share the following information with ALL employees, including student employees. Workday will replace many of the current Single Sign-On applications in DECEMBER 2017.*



### **Workday Open Forum, August 17**

Join the interactive Workday Open Forum this Thursday, August 17 from 12:00-1:30 p.m. at the Equine Complex, Andras A&B. [Registration](#) is suggested, but not required. All employees, including HR Liaisons/department processors and managers/supervisors, are encouraged to attend in person or via [WebEx](#). For more information

about upcoming sessions and to review information from past sessions, visit [Workday & You](#) on the Human Resources and Organizational Effectiveness website.

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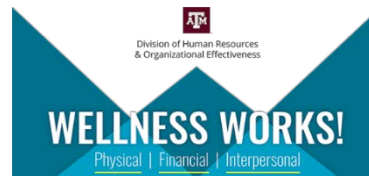
## **WELLNESS WORKS!**

*Please share the following information with employees in your department.*

### **Naturally Slim**

Coming soon: Learn how to lose weight and improve your health while eating the foods you love. For additional information, please visit [Wellness - The Texas A&M University System](#).

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### **FREE Fitness Sessions for Texas A&M Faculty & Staff**

Looking for opportunities to maximize your [Wellness Release Time](#)? Check out one of our free fitness sessions for Texas A&M faculty and staff brought to you by **WELLNESS WORKS!**. Our fitness sessions are led by certified instructors from Rec Sports and other local health experts including Open Sky Health and Piranha Fitness Studio.

- **NEW!** – August 2017 Interim Fitness Schedule (August 8 – 25)

*\*WELLNESS WORKS! participants are required to sign-in at the Rec Center Member Services desk for classes at Rec Sports.*

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### **Financial Wellness Counseling**

Beginning in August, **WELLNESS WORKS!** will be facilitating one-on-one financial wellness consultations with financial/retirement advisors on campus in the General Services Complex (GSC) Room 1203 or 1205. These consultations will be provided by Lincoln Financial Group and TIAA advisors and are intended to help employees learn ways to take control of their financial well-being. Both Lincoln Financial Group and TIAA are approved A&M System retirement vendors. Click [here](#) to learn more about this opportunity to enhance your financial well-being.

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### **New Piranha Fitness Policies – Effective 8/28/17**

Beginning August 28, Piranha Fitness Studio will be enforcing new policies for **WELLNESS WORKS!** classes including the following:

- No Show Policy
- Cancellation Policy
- Waitlist Policy
- Late Policy

**WELLNESS WORKS!** participants are asked to familiarize themselves with these policies found online ([here](#)) under the Piranha Fitness Studio drop down tab.

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### **Living WELL Aware at Texas A&M - Essential Element #8: Passionately Pursue Purpose and Priorities**

The August video for Living WELL Aware at Texas A&M is now available to you! Tune into this month's course, **Essential Element #8: Passionately Pursue Purpose and Priorities** available via TrainTraq.

- Texas A&M University, Workstation M – [Watch it here!](#)
- Texas A&M Health Science Center, Workstation H – [Watch it here!](#)

To review past Essential Elements, check out our [online newsletter archive](#).

*\*Due to contractual provisions with Dr. Sulak, Living WELL Aware at Texas A&M is only available to faculty and staff of Texas A&M University (workstations M and H).*

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## **PAYROLL SERVICES**

## **FY2018 EPAs for Budgeted Positions**

EPAs can now be created for FY2018 budgeted positions only. Canopy will default to FY2017; entry of budgeted EPA's for FY 2018 will require you to use the drop down menu and select FY 2018. The fiscal year default will be changed to FY2018 after FY2018 has been completed early September 2017.

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## **Wage Positions**

Wage positions are tentatively scheduled to be rolled over from FY2017 Active Budget to FY2018 during the weekend of August 18, 2017.

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## **Graduate Student List**

A list of Graduate Students in the FY2017 Active budget will be distributed during this week. The list should be used is processing EPA's to re-appoint, terminate and make other changes to those listed as required. Details will be sent via your processing team.

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## **IMPORTANT Fiscal Year (FY) Rollover Notes**

Attached to this LNN is a new payroll tool titled "**FY Rollover Notes for Departmental EPA Creation and TimeTraq / BVDs**". This tool offers guidance for FY Rollover procedures and corrections for these topics:

- Roll to New FY Checkbox
- Pins Uploaded as Vacant on Prep Budget that are Actually Occupied
- Annual Term Modifier
- Active Employee Name on Prep Budget
- New Hires Placed on Prep Budget
- Returning an Employee from Leave without Pay
- Using a Pin Created during the FY2018 Prep Budget
- Prep Budget Corrections
- EPA Processing
- Grad Reappointments or Terminations
- Termination EPAs
- TimeTraq – Estimated Time
- TimeTraq – Overtime for Estimated Time
- TimeTraq Negative Adjustments for Prior Fiscal year

Please reference this tool before contacting [payrollprocessing@tamu.edu](mailto:payrollprocessing@tamu.edu) with questions. The tool will be uploaded to [Payroll Services - Texas A&M University Division of Finance and Operations](#) soon.

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## **Guardian Electronic I-9 System Update**

Guardian is planning on updating their electronic I-9 system the morning of August 23, 2017 to the new version (dated 07/17/17 N), including some Guardian scheduled system changes. Reminder, do not use the new revise version until the go live date. If you have a Paper Form I-9 completed, (dated 11/14/2016 N), it needs to be entered into the Guardian no later than Tuesday, August 22, 2017.

The attached FAQs have information on the Guardian system changes and revision details to the Form I-9. Form I-9 questions: Laura Ellis ([lauraellis@tamu.edu](mailto:lauraellis@tamu.edu) | (979) 845-7127) or Paul Castilleja ([pcastilleja@tamu.edu](mailto:pcastilleja@tamu.edu) | (979) 845-7131).

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## **TIP OF THE WEEK**

### **Explore Your Brighter Workday**

Everyone is encouraged to check out the Workday resources available through Workday Help on the [SSO menu](#). You can learn Workday terminology, review security roles, find training information, get answers to your Workday questions and more! There's no time like the present to begin your quest for Workday knowledge, give [Workday Help](#) a try today!

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Division of Human Resources  
& Organizational Effectiveness

**QUESTIONS?** [HRnetwork@tamu.edu](mailto:HRnetwork@tamu.edu) | 979.862.3854 | 979.845.4141

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](http://employees.tamu.edu/liasons)

HR LIAISON  
NETWORK  
MEETINGS:

TBD