



HR LIAISON NETWORK NEWS

February 22, 2021 | Share the following information within your departments as appropriate.

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PAYROLL REMINDERS

February 22:

- #21-13 Current Timesheets, Workday BP Approvals, Lump Sum Payouts, PPRs & Time Off Requests due at 11:00am
- #21-13 Pay Calculation Results Report available at 12:00pm
- **Update** - Monthly Final Pay Calculation Results Report available at 2:00pm

February 23:

- #21-13 Pay Calculation Results Report refreshed at 10:00am
- #21-13 Timesheets Locked; only Timekeepers can update
- Run Timekeeper Reports

February 24:

- #21-13 BW Final Pay Calculation Results Report available at 2:00pm

February 26:

- #21-13 Biweekly Pay Day

March 1:

- Monthly Pay Day

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

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

★Please share this article with employees in your department.

Your Voice Matters Survey – Deadline March 7, 2021

All University faculty and staff have been invited to share their feedback about their experience at Texas A&M University by completing the 2021 *Your Voice Matters* survey now available online at yourvoice.tamu.edu. Read the full announcement from Interim President Junkins [here](#).

The survey is open through March 7 and should take approximately 15 minutes to complete. In return for your time, survey respondents can **choose** to be entered in a random drawing to win one of ten 10.2-inch iPads. Winners will be drawn from everyone who has completed this survey AND opted-in for the drawings. When you submit your responses to this survey, you will be directed to a separate form where you can provide your email and name for the drawing only. Please note: Your name, email, and your phone number WILL NOT be associated with your responses - the contact information for the drawing is a separate form from your responses to the survey.

Please encourage those in your work areas to participate in this important survey no later than March 7. If you experience problems with the survey or have questions, please contact the Office of Institutional Effectiveness & Evaluation at survey@tamu.edu.

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Registration Open – Virtual HR Liaison Network Spring Meeting on February 25

Registration for the HR Liaison Network Spring Meeting (virtual) is now open. Please register for only one session (see notice of change to agenda below). We look forward to seeing you at the virtual meeting! One session will be recorded to accommodate our Qatar campus HR Liaisons.

- **Date: February 25, 2021**
- **Morning [Agenda](#)**
- **Afternoon [Agenda](#)**
- **Location: Zoom Meeting (details provided when you register)**
 - Morning Session: 9:00am-11:30am [Register](#)
 - Afternoon Session: 1:00pm-3:30pm [Register](#)**

****NOTICE OF CHANGE TO AGENDA**

Due to a scheduling conflict, Dr. Gibbs will only be presenting on COVID-19 Updates during the morning session of the HR Liaison Network Spring Meeting. We apologize for the inconvenience and appreciate your understanding. We recommend one of the following three options:

1. Change your registration from the afternoon session to the morning session.
2. Keep your registration for the afternoon session and only watch Dr. Gibbs' portion of the morning session from 9:10am-9:30am. For this option, email hrnetwork@tamu.edu to receive the Zoom link for the morning session.
3. Attend the afternoon session that will not include Dr. Gibbs' presentation.

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New Sections Open for Registration - HR Liaison Functional and Foundational Courses

New sections of HR Liaison Functional and Foundational courses are open for registration. The next sections begin in March. Links to available courses can be found on the [HR Liaison Training page](#) on the HROE website.

Available Courses:

2113629 – HR Liaison: Employee Relations Overview
2112540 – Performance Management: Supervisory Best Practices
2112304 – Hiring Supervisors: Strategies for New Employees Success
2112756 – Comp Time Issues for Supervisors
2111242 – Fostering Respect in a Diverse Workplace
2113708 – HR Liaison: Leave Policies and Procedures
2113709 – HR Liaison: Family Medical Leave Act-FMLA; Americans with Disabilities Act-ADA
2113710 – HR Liaison: Workers Compensation Policies and Procedures
2112731 – Nonresident Alien Tax Issues and the Glacier Processing System
2113632 – HR Liaison: Paying Employees in Workday
2114043 – HR Liaison: Form I-9 and Guardian

Coming Soon:

2113707 – HR Liaison: Benefits Overview
2113628 – HR Liaison: Position Descriptions and Hiring Procedures
2113630 – Fair Labor Standards Act-FLSA, Working Hours

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XRef New Feature: Requesting an Alternate Reference

Occasionally, you may need to ask a candidate to provide contact details for another reference. This could be because one of the individuals who has completed a reference has been deemed unsuitable for one of a variety of reasons, or you may decide that the reference offered doesn't give you the information you are in need of. This is where the 'Replace' feature comes into play. XRef has added a 'Replace' button to "Criteria Met" references, which allows you to ask your candidate to submit the contact details for another reference. You will see the button appear at the top of an existing reference with a "Criteria Met" status.

You can read the [released article](#) for more details and email us your questions at jobs@tamu.edu with Xref in the title.

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Workday Services Education: February and March Webinars

Please join us for the following Workday Services webinars in February and March! 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.

Ending Employment in Workday

When: February 17, 2021 **RESCHEDULED TO APRIL 14, 2021**

Time: 10:30am-11:30am

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

Target Audience: HR Contact, HR Partner, Benefits Partner, Payroll Partner

We'll use this webinar to review the Termination and End Additional Job business processes and best practices for selecting reasons, closing the position, and designating eligible for rehire or not, and reports for insight into terminations and vacant positions. We will also look at actions that touch payroll such as paying out vacation balances and death benefits.

Correct Worker Start Date

When: February 24, 2021

Time: 10:30am-11:30am

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

Target Audience: HR Contact, HR Partner, Manager, Benefit Partner, Retiree Partner, Payroll Partner

The Correct Worker Start Date business process allows authorized security roles to more easily respond to blocking events when correcting the hire date for a worker. This process allows the user to automatically process date changes and some actions for related events, ensuring that the user can respond flexibly to changing circumstances with minimal manual effort.

Workday Release Preview 2021 R2 – Session 1

When: March 4, 2021

Time: 1:30pm-2:30pm

Presenter(s): Workday Services

Target Audience: All administrative and supporting partner and departmental roles who use Workday to conduct business

During this session, Workday Services will provide an overview of what to expect from the new Workday release in March 2021.

Workday Release Preview 2021 R2 – REPEAT SESSION

When: March 9, 2021

Time: 9:30am-10:30am

Presenter(s): Workday Services

Target Audience: All administrative and supporting partner and departmental roles who use Workday to conduct business

During this session, Workday Services will provide an overview of what to expect from the new Workday release in March 2021.

Performance

When: March 24, 2021

Time: 10:30am-11:30am

Presenter(s): James Ross – Performance and Goals

Target Audience: Talent Partners, Talent Analyst, Trainers (This session is important for those that are launching their Annual Reviews between December 2020 and March 2021.)

This session will review the new performance review templates, the changes to the performance review process, updated security changes for talent partners and new report features.

Summer Appointments and Insurance for Faculty and Graduate Students

When: March 31, 2021

Time: 10:30am-11:30am

Presenter(s): DeAnna White – Core HR, Meredith Fox – Benefits

Target Audience: HR Partners, HR Contact, Payroll Partner, Benefits Partner

We will review best practices for extending appointments of Faculty and Graduate Assistants into the summer semester and the impacts on insurance coverage. Guidance will be given on best practice use of staffing and compensation and the collaboration needed between HR, Benefits and Payroll offices.

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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 before returning to campus (regular worksite):

- [2114130 : Protocol and Certification for System Member Employees](#)
- [2114131 : Safe Practices for Returning to the Office During the COVID-19 Pandemic](#)

These will be automatically assigned to new employees. Spanish versions are also available. 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

Inclement Weather Hours on Timesheet

Due to the hazardous weather and rolling power outages, campus was closed and work for all non-essential employees was canceled starting Monday, February 15th and continued through Thursday, February 18th across all Texas locations. The time off hours for the four days of closure will be added as "inclement weather" for full-time benefit-eligible employees and will automatically appear on their timesheet for biweekly pay period #21-13 (Feb 7–Feb 20).

Students, GANTs and Temporary/Casual employees are not eligible for inclement weather time off therefore the hours will not be added to their timesheets. The inclement weather hours on the timesheet for GANTs will need to be removed and Unpaid Time Off needs to be submitted instead. To remove the hours click on the timesheet, choose Holiday Adjustment as the Time Type and enter a negative number to decrease the system generated "inclement weather" hours.

For the days employees cannot work after February 18th due to unsafe travel conditions, continued issues with power, internet connectivity, infrastructure or anything else a time off request will need to be completed as "4-Unsafe Working or Travel Conditions".

If an employee does not have worked time to enter or update (paid time off, etc.) 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.

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FY21 Biweekly Pay Schedule Update

The [FY21 Biweekly Pay Schedule](#) has been updated; the update is dated 2.05.2021 in the lower right corner. Please make sure you are referencing the current version when reviewing upcoming deadlines with timekeepers, managers and staff and post or distribute copies within your department as needed.

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ANNOUNCEMENTS

★Please share this article with employees in your department.

2021 Student Employment Impact Award – Nominations Now Open!

Sent on behalf of Student Employment Office

This award recognizes the outstanding contributions of a Texas A&M faculty or staff member who has had a profound impact on a student employee or student employment as a whole. Nominations are accepted from faculty, staff, and students. To nominate an individual:

- The subject line should read: Impact Award Nomination
- The body of the email should include
 - Department or College in which the nominee is employed
 - Email address of whom you are nominating
 - Your name
 - A narrative that describes how the nominee has supported and/or impacted the professional development of student employees
- Email your nominations to jobsforaggies@tamu.edu

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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](#)