



HR LIAISON NETWORK NEWS

February 8, 2021 | Share the following information within your departments as appropriate.

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

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FOR EMPLOYEES](#)

PAYROLL REMINDERS

February 8:

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

February 9:

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

February 10:

- #21-12 BW Final Pay Calculation Results Report available at 2:00pm
- Monthly **Retro** Business Process Approvals due at 5:00pm

February 11:

- Monthly Pay Calculation Results Report available at 12:00pm

February 12:

- #21-12 Biweekly Pay Day
- Monthly Pay Calculation Results Report refreshed at 10:00am

February 15:

- Monthly Pay Calculation Results Report refreshed at 10:00am
- Monthly PPRs & Lump Sum Payouts due at 11:00am

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

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

Registration Open – Virtual HR Liaison Network Spring Meeting (Virtual)

Registration for the HR Liaison Network Spring Meeting (virtual) is now open. Please register for only one session (morning and afternoon sessions will be identical). Additional meeting information including the agenda will be provided in the coming weeks. 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**
- **Location: Zoom Meeting (details provided when you register)**
 - Morning Session: 9:00am-11:30am [Register](#)
 - Afternoon Session: 1:00pm-3:30pm [Register](#)

Is there a topic you would like for us to present during one of our upcoming network meetings? Send your suggestions including speaker recommendations to hrnetwork@tamu.edu.

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New Employee Benefits Orientation Session – February 15

Please encourage new employees to register for this orientation as soon as possible after their hire date.

The next session of Benefits Orientation will be held Monday, February 15 at 1:30 pm via Zoom. This session is most advantageous to new employees within their first 30 days of employment. Employees can register online for this session and additional sessions at: <https://employees.tamu.edu/orgdev/courses.html#2113509>. If you would like to hold a seat for an incoming employee who is not yet on TrainTraq, please email orgdev@tamu.edu.

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Updated Offer Letter Templates with Benefits Enrollment Information

Sample Offer Letter templates have been updated online at <https://employees.tamu.edu/talent-management/forms.html> to include information about the Waiting Period Reimbursement program. The text describes enrollment options for employees being hired at Texas A&M, with the reimbursement of the employer contribution amounts during the waiting period. Updates to the Workday offer letter text and other web changes and communications are underway. Please be aware that reimbursement funding is transitioning from central resources to departmental accounts, and more communications about the reimbursement process and Workday changes are coming soon. For questions about the Waiting Period Reimbursement Program, please email benefits@tamu.edu.

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Form I-9 Information FAQs

Get your Form I-9 questions answered faster by bookmarking and going to <https://employees.tamu.edu/talent-management/i-9/index.html>. While we love hearing from our customers, answers to 82.7% of the questions emailed to us can be found in the time it takes to type the email. The answer to our most popular question, “Do I need a new I-9 for...” can be found in the expandable help section in the lower part of the screen.

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Keep Up to Date on Completing Form I-9

If you have not taken the Form I-9 training this year, please register in TrainTraq for our Zoom training or take the virtual training at your earliest convenience:

- Zoom Class: [2114043](#) : HR Liaison: Form I-9 and Guardian
- Virtual Class: [2114166](#) : Form I-9 Processor Training available in TrainTraq

Those who complete the new training need to forward the training completion email to UIN-I9@tamu.edu to receive additional privileges in Guardian. These privileges include being able to send cases to E-Verify and solve any issues when meeting in-person with the new hire. Having this access expedites I-9 processes and saves you time. For questions, please email UNI-I9@tamu.edu.

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Reminders for Edit Other IDs Business Process

The **To Do: Record Background Check, Selective Service and Mail Stop** task triggers to the HR Contact or HR Partner as part of the Hire business process. The allowed values for these IDs are specified in the To Do instructional text. However, users are sometimes entering invalid data in the **Identification # field**, and in some cases, the invalid data has caused downstream integration errors. To minimize errors, Workday Services has added validations for allowed values that can be entered in the **Identification # field** for each of the Custom IDs.

- **Background Check**
 - Valid Values: **Y**
 - The validation will pop up if the Identification # field is left blank (valid value is required)
 - There should only be 1 Background Check Other ID (the most recent Background Check completed)
- **Selective Service**

- Valid Values: **Exempt; Not Required; or Registered**
 - **Exempt:** Medical related, Non-citizens with Visas, on Active Duty
 - **Not Required:** Males under 18 and over 25
 - **Registered:** Men 18-25 (who do not qualify for exemption)
- The validation will pop up if the Identification # field is left blank (valid value is required)
- The Selective Service Other ID is not necessary for females
- All male U.S. citizens and male immigrants residing in the United States who are 18 through 25 years of age must register for Selective Service
 - <https://www.sss.gov/wp-content/uploads/2020/11/WhoMustRegisterChart.pdf>
- **Mail Stop**
 - Valid Values: **1-4 characters** (preference is the 4 digit mail stop number)
 - The validation will pop up if the Identification # field has **fewer** or **more** than 4 characters
 - If your Mail Stop is 3 characters, add a 0 to the front
 - If supporting Mail Stop information is needed, please use the description field
 - The validation will pop up if the Identification # field is left blank (valid value is required)
 - The Mail Stop Other ID is **not** necessary if the employee does not have a Mail Stop.

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Updated Online Course: Information Security Awareness (3001)

The System-required course, Information Security Awareness (3001), has been updated with content related to preventing imposter fraud when initiating or approving financial transactions.

All applicable assignment rules are still in effect and all course reports will remain the same. If you have any questions, please contact Organization Development at orgdev@tamu.edu.

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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.

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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. 4th.

[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

Zoom Training – Paying Employees in Workday

There is still time to register in TrainTraq for Zoom training by Payroll Services Staff for [Course 2113632: HR Liaison: Paying Employees in Workday](#). The training will be **Thursday, February 11, 2021 from 1:30pm to 3:30pm**. This course is prioritized for active HR Liaisons but is also open to others within a department who have the Timekeeper role or are a delegate who assists their HR Contact or Timekeeper. This is an excellent opportunity to get up to the minute information and have your general payroll questions answered. We look forward to seeing you there!

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EMPLOYEE WELLNESS

★Please share this article with employees in your department.

Flourish Events

Special offerings this week:

- [Project Restoration 2021](#) | 2/9 | 11:30am – 12:00pm
- [Mindful Meditation & Emotional Intelligence](#) | 2/10 | 5:00pm – 6:30pm
- [COVID: Wellness Impact 2021](#) | 2/11 | 11:30am – 12:30pm
- [Cancer Support Group](#) | 2/12 | 11:00am – 12:00pm

Fitness schedule:

- [Pilates](#) | 2/8 & 2/10 | 11:45am – 12:30pm

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

- If you had an account with Flourish in 2020, you will need to request a new password and update your [login information](#).
- If you are new to Flourish, you will need to [create an account](#).
- Everyone who wants to use our mobile app will need to download the new version by searching "Flourish at Texas AM" in the [App Store](#) or [Google Play](#).

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

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Division of Human Resources
& Organizational Effectiveness

QUESTIONS? HRnetwork@tamu.edu | 979.862.3191 | 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](#)