



HR LIAISON NETWORK NEWS

February 1, 2021 | Share the following information within your departments as appropriate.

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PAYROLL REMINDERS

February 1:

- Monthly Pay Day

February 4:

- #21-12 **Retro** Timesheets and Workday Retro BP Approvals due at 5:00pm

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

[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 hnetwork@tamu.edu.

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Default Primary Questionnaire Update

Updates have been made to the Default Primary Questionnaire for the Internal and External sites. Changes have been made to the Veteran's preference section, and Nepotism and State of Texas employment questions that require more information if answered yes. The new Primary Default Questionnaire will be marked with the month and year they became available:

The Create Job Requisition and Create Evergreen Requisition processes have also been updated to auto-populate the most recently dated questionnaire.

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New Hire Paper I-9

In the event that a Paper Form I-9 is completed, please keep in mind the following information:

1. Always use the most up-to-date form found on the [USCIS website](#).
2. Follow the instructions provided by LawLogix to enter a [New Hire Paper I-9](#). You must upload the signed copy of the form to OnDocs and use the label I-9 from the dropdown menu. This is a very important step as the uploaded document becomes the source of record. The two pages must be scanned and saved in one single document.

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Completing the Form I-9 for Foreign Employees

Please refer to these resources to better understand the documents that foreign employees may present to complete the Form I-9:

- [Who is Issued This Document?](#)
- [Foreign Academic Students](#)
- [F-1 and M-1 Nonimmigrant Students](#)
- [Form I-9 Quick Tip Guide](#)

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Legal Permanent Residents - No Reverification

Legal Permanent Residents who presented an unexpired card, do not need to be reverified, even if they later become Citizens of the United States. See the [USCIS website](#) for more information.

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Workday Services Education: February Webinars

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

[Keeping Organizations Organized](#)

When: February 3, 2021

Time: 10:30am-11:30am

Presenter(s): DeAnna White – Core HR, Wally Wellborn - Security

Target Audience: Organization Partner, HR Partner, Payroll Partner, Retiree Partner, Benefit Partner, Security Partner

During this webinar, you'll get an overview of the different types and purpose of organizations in Workday. We'll cover best practices for creating and using supervisory organizations, the manager role, inactivation, and specific actions for contingent workers. We'll review reports to monitor your member's organizational health, including the dreaded Supervisory Org Error Report.

[Ending Employment in Workday](#)

When: February 17, 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.

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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

Overpayments/Cancellations

If your department had a payroll overpayment in calendar year 2020 and the employee has not paid back the overpayment, please email payroll@tamu.edu. The original payback amount the employee was given is no longer correct. IRS Publication 15 states federal income tax withholding cannot be adjusted if the overpayment is not cancelled in the same year as the over payment, because the employee received the benefit of that income tax withholdings when they filed their tax return. Since employers are not able to collect federal withholding, Additional Medicare or State Income tax back that were withheld in a prior year the new payback amount will be higher.

The employee's cancellation will not be processed until the full amount of the payback is received. Please also inform your employee that their 2020 W-2 will be incorrect and once the cancellation is processed a corrected 2020 W-2C will be issued.

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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

We are really proud and excited to announce the launch of our [new website](#). We've spent the last year working hard to build the best version of Flourish to create a wholistic employee wellness program with everyone in mind.

See our [full schedule](#) to find the perfect offerings for you.

Our upgraded app is also now live; learn more about our new scheduling software and mobile app [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 social media on [Facebook](#), [Twitter](#), and [Instagram](#) for contests, connecting with one another, and more.

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ANNOUNCEMENTS

★Please share this article with employees in your department.



Friday is the Last Day to Nominate Your Student Employees

The 2021 Student Employee of the Year Nomination form can be found on the Jobs for Aggies Website at the bottom of the “Student Employee of the Year Nominations” tab, or [Click here!](#)

The Student Employment Office, here at Texas A&M University would like to give employers the opportunity to honor these employees for their outstanding performance in the workplace. If you are an on or off-campus employer who feels your student employee has made a significant contribution in your organization, nominate them for Student Employee of the Year.

Who is eligible as a student employee?

- Must be a Texas A&M University - College Station student currently working in a Student Employee capacity.
- Working an average of 12 - 25 hours per week with their main focus being school.
- May be undergraduate or graduate but not a Graduate Assistant nor Teaching Assistant
- Must have been employed a minimum of six (6) months
- Must be enrolled at least ½ time (6 hours undergraduate, 5 hours graduate) at Texas A&M - College Station
- Must be maintaining a 3.0 GPR or above during the semesters that the student is employed (to be calculated by Student Employment Office).

Nominations are scored based on the written nomination which is comprised of a nomination letter, as well as, two supporting documents written by professional references. The written nomination is used to evaluate the student based on the following criteria: communication, digital technology, problem solving, professionalism/work ethic, intercultural fluency, career management, leadership, and teamwork.

All nomination forms and supporting documents must be received by February 5th, 2020 at 5:00 pm. For more information on National Student Employment Week or Student Employee of the Year Nominations visit jobsforaggies.tamu.edu/Student-Employment-Week/National-Student-Employment-Week.aspx#0-StudentEmployeeoftheYearNominations

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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/liasons

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

