



HR LIAISON NETWORK NEWS

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

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PAYROLL REMINDERS

March 1:

- Monthly Pay Day

March 4:

- #21-14 **Retro** Timesheets and Workday Retro BP Approvals due at 5:00pm

March 8:

- #21-14 Current Timesheets, Workday BP Approvals, Lump Sum Payouts, PPRs & Time Off Requests due at 11:00am
- #21-14 Pay Calculation Results Report available at 12:00pm

[Payroll Processing Calendar Key](#)
[Processing Schedules](#)
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HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

HR Liaison Network Spring Meeting Presentations Online

The presentations from the HR Liaison Network Spring Meeting are now available [online](#). We want to express a sincere thank you to all of the presenters. In addition, we would like to thank all of the HR Liaisons who took time from their busy schedules to actively participate in the meeting last week.

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Workday Services Education: March Webinars

Please join us for the following Workday Services webinars in 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.

[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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Performance Reviews

The annual performance review period for staff employees will begin April 1 and end May 31. A campus-wide announcement will be sent from on Wednesday, March 3. In preparation for the start of the performance review period, HR Liaisons should do the following:

1. Run the Performance Review Process (All) report in Workday to identify in-progress performance reviews. Ensure in-progress reviews are completed or email hrevaluations@tamu.edu to cancel.
2. Remind employees and supervisors that goals must be entered and approved in Workday by March 31, 2021.
3. Attend a Performance Review Awareness session.

Learn more about and register for the Awareness sessions by:

1. [Visiting our website here.](#)
2. Scrolling down to Performance Management.
3. Clicking Workday Awareness Session: Performance Review.
4. Clicking Register to enroll in a session.

Review other course offerings including Workday demonstrations and best practices for employees and supervisors, delivered via Zoom, by visiting the [delivery schedule](#).

If you have any questions or need assistance, contact hrevaluations@tamu.edu.

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Remote Working Outside the Country

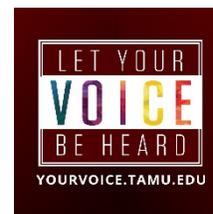
As a reminder, working remotely from home in the Brazos Valley is vastly different than working from home in Europe or China. Hiring, approving current workers, or returning workers from leave, with the intent of them working remotely out of the country (off U.S. soil) should be reviewed with the Department Head and Human Resources and Organizational Effectiveness (HROE) Talent Management before proceeding. There are many complexities to working off U.S. soil that should be addressed before approving or moving forward. If you have an employee working remotely out of the country, send an email to Talent Management with the employee's name, their UIN and their employment arrangement to UIN-I9@tamu.edu.

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★Please share this article with employees in your department.

Your Voice matters to us!– **Deadline March 14, 2021**

Texas A&M University has launched [YourVoice 2021](#) from February 10, 2021 through March 14, 2021. We want to hear from all students, faculty, and staff so that we can collect everyone's perspectives of their Texas A&M experience!



Please show your support by completing the [survey!](#) Once you complete and submit your survey, there are chances for you to win prizes. Visit yourvoice.tamu.edu to learn more.

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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. 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.

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PAYROLL SERVICES

Virtual Only Work Days

Per the message on February 18 from Texas A&M University, for Monday, February 22 and Tuesday, February 23, work these days for non-essential employees continued as virtual-only. The exception was the College of Dentistry, which resumed dental clinics Monday, February 22. Work for employees resumed February 24 to pre-storm levels with the exception of three buildings or rooms listed below that were impacted; nonessential employees in these areas were asked to work virtually.

- Horticulture/Forest Science Building (HFSB)
- Jack E. Brown Engineering Building (CHEN)
- Joe CF. Richardson Petroleum Engineering Building (RICH) – Rooms 114, 313, 319

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

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UPDATE – GANT Timesheets

Students, GANTS and Temporary/Casual employees are not eligible to be paid for holidays, early-release, campus closures or inclement weather events, therefore the hours will not be added to their timesheets. Please note that GANTS have a special set-up within Workday and for the functionality to work they had to be added to the holiday calendar eligibility rules. They have not, however, been included in paid holiday time tracking calculations. This means that the event will show up on their timesheets but the hours will not populate nor will they be paid for the time off. There is no need for hourly graduate assistants to enter unpaid time off or do anything other than enter their hours worked as usual.

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Manager & Timekeeper Duties for Retroactive Timesheet Corrections

Employees can make positive and/or negative corrections to a prior timesheet (retroactive correction) going back 3 pay periods prior to the current one. Corrected timesheets must be submitted back to the manager for a new

approval. Timesheets with retro corrections have earlier approval deadlines. If the retro corrections are submitted by the employee but not approved by the manager or timekeeper by the retro deadline, Workday will take the adjustments from the current pay period, not the prior period, which could result in your employee receiving less pay than they expected. The employee will have to wait until the next on-cycle biweekly payroll for the retro process to repay them if needed.

It is critical that managers monitor their Workday Inbox and approve retroactive timesheet corrections before [payroll deadlines](#). Timekeepers can assist in this process by generating the **Time Summary Review** report for retroactive periods. Instructions for this assistance start on page 5 of the [Time Summary Review document](#) on our website. Timekeepers can identify unsubmitted or unapproved corrections and work with the employee and manager to get this finalized by retro deadlines.

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EMPLOYEE WELLNESS

★Please share this article with employees in your department.

Flourish Events

We've entered 1 whole year of pandemic life this month. We encourage you to stop and breathe, rest, and SLOW DOWN.

Here are a few small but significant ways to SLOW DOWN in March:

Special offerings this week:

- [Restoration Project 2021](#) | 3/2 | 11:30am – 12:30pm
- [Spanish 101: Virtual Lesson](#) | 3/2 | 12:45pm – 1:30pm
- [Putting Your Best Selfie Forward](#) | 3/3 | 12:00pm – 1:00pm
- [Pump Up Session](#) | 3/4 | 6:30pm – 7:30pm
- [Home Vegetable Gardening Series](#) | 3/5 | 12:00pm – 1:00pm

Fitness schedule:

- [Pilates](#) | 3/3 | 11:45am – 12:30am

If you haven't already, check out our new scheduling software and mobile app; learn more about how to find it and how to use your old account from our previous software, or to create a new account [HERE](#).

Visit our [new website](#) and 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.

Graduate and Professional School: Graduate Employment Updates

Sent on behalf of the Office for Graduate and Professional Studies (GPS)

1. Request to Work Additional Hours Reminder

- Request to work additional hours:** A completed [Request for a Graduate Assistant to Work Additional Hours](#) form must be submitted **each** semester **before** the additional work has started and generally no later than the 12th day of class for verification and registration purposes. *Note: Not submitting the form in a timely manner could result in delayed compensation to the student.*
 - The form must be submitted directly to GPS when there are no updates needed in Workday.
 - Visit the [Request to Work Additional Hours](#) webpage for additional information.

- One-time payments:** One-time payments are considered additional work. A one-time payment for extra work outside of the scope of an employee's primary graduate assistant duties (not recurring) is processed in Workday. **Employers should check with the Graduate and Professional School before processing to confirm a one-time payment is appropriate.** If approved, the employer will send a

completed [Request for a Graduate Assistant to Work Additional Hours form](#) to the Graduate and Professional School for approval and attach it to the Workday process.

3. Employment outside of the US for Spring 2021

The Graduate and Professional School in coordination with the Dean of Faculties put together guidelines for [International Temporary Work Location \(ITWL\) requests for Graduate Assistants](#). Unlike regular Alternate Work Locations requests within the United States, requests for ITWL are an exception and only granted for a limited time. ITWL requests are in essence business trip requests in which the graduate assistant is intending to temporarily work remotely from a foreign jurisdiction outside the United States due to a critical business need for which the graduate assistant will perform the duties and responsibilities outlined by the department head in the ITWL agreement, for a short-term duration not to exceed 60 days. See [Guidelines for International Temporary Work Location \(ITWL\)](#) for further information.

RELATED QUESTIONS

Q: Are there any changes to the guidance and allowances for employing graduate students outside Texas but still in the United States in the spring 2021 term. Are there any tax implications for students that have been employed in the US but outside Texas?

A: There are no restrictions on how long someone can work outside of Texas but within the 50 states. The employee needs to update either their home primary or work primary address in Workday so that the proper state and local taxes are triggered.

Further questions can be directed to grad-employment@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

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