



HR LIAISON NETWORK NEWS

March 15, 2021 | Share the following information within your departments as appropriate.

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PAYROLL REMINDERS

March 16: Updated

- #21-15 **Retro** Timesheets and Workday Retro BP Approvals due at 5:00pm

March 17:

- Monthly **Retro** Business Process Approvals due at 5:00pm

March 18:

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

March 22:

- Monthly Pay Calculation Results Report refreshed at 10:00am
- #21-15 Current Timesheets, Workday BP Approvals, Lump Sum Payouts, PPRs & Time Off Requests due at 11:00am
- #21-15 Pay Calculation Results Report available at 12:00pm

March 23:

- Monthly Pay Calculation Results Report refreshed at 10:00am
- Monthly PPRs & Lump Sum Payouts due at 11:00am
- #21-15 Pay Calculation Results Report refreshed at 10:00am
- #21-15 Timesheets Locked; only Timekeepers can update
- Run Timekeeper Reports

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

URGENT: [Job Application Files Not Visible](#)

We are currently experiencing an issue in Workday. At this time, HR Liaisons with the Recruiting Coordinator security role do not have any files attached to the job applications available to them. The files are not gone – just not available to this security level. A ticket has been opened and is being worked on by Workday Services.

If you are performing a review of a candidate's application, do not decline for incomplete application or request the candidate send you the files to re-attach. The files are still there and do not need to be re-attached.

We will keep you informed as the status of this issue.

Workday Services Education: March and April 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.

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.

Workday Wednesday: Retirement

When: April 7, 2021

Time: 1:30-2:30pm

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

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

Retiring from employment can be an exciting and challenging time for an employee. During this webinar, we'll look at the business processes and best practices for terminating and retiring the employee in Workday. We will also look at actions that touch benefits and payroll activities.

Workday Wednesday: Ending Employment in Workday

When: April 14, 2021

Time: 10:30-11:30am

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.

Workday Wednesday: Merit Preview

When: April 21, 2021

Time: 10:30-11:30am

Presenter(s): Sri Kamarthi – Compensation

Target Audience: Merit Partners, HR Partners

Overview of the merit process with things that remain same and recent updates made. Details about upcoming Merit activities that need to be completed with recommended timelines.

Workday Wednesday: Goals

When: April 28, 2021

Time: 10:30-11:30am

Presenter(s): James Ross – Performance and Goals

Target Audience: Talent Partners, Talent Analyst

In this session we will review the different types of Goals, Managing Goals, and Archiving of Goals. Review of the Goal setting process and how it works with the performance review process.

Performance Reviews Begin April 1

The annual performance review period for staff employees will begin April 1 and end May 31. A campus-wide announcement was sent 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 via:

1. Click [Here](#).
2. Scroll down to Performance Management.
3. Click Workday Awareness Session: Performance Review.
4. Click 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 [Schedule of Events](#).

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

FY2021 Monthly Pay Schedule Updated

The month of March has been updated on the Fiscal Year 2021 Monthly Pay Schedule to reflect the revised date (3.18.21) the first Pay Calculation Results for a Period report is available. The update is marked 3.04.2021 at the Printable PDF Version link.

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Costing Allocation Report

Workday Services urges HR Contacts and/or Managers to run the **Missing Costing Allocation** Report prior to each biweekly and monthly payroll business process approval deadline. The report is used to determine which employees are missing costing allocation at the worker position level, so the expense is not charged to the FAMIS default account. Missing Position Restriction levels can also be monitored. The report is accessible via the

Workday search bar and the results can be exported to Excel. You will need to run separate reports for each Supervisory Organization you monitor. Please be aware of payroll deadlines as you initiate business processes to correct the costing.

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Correction to Parking Deduction

Sent on Behalf of Transportation Services

Earlier this week it was brought to our attention that biweekly paid staff saw an increase in the parking deduction on their March 12 paycheck. The information we received for our February reconciliation file did not reflect the parking deduction from their second paycheck of that month. Therefore, the file we received showed these staff only paid half of the monthly amount owed. The remaining half showing as unpaid and was added to the amount owed for March, causing a higher deduction on the March 12 paycheck.

The situation was brought to our attention and we were able to work with university payroll to investigate and correct the issue. The payment missing from the February payroll file has now been imported and biweekly paid staff records adjusted so that their deductions return to normal.

We apologize for any hardship this issue may have caused your biweekly paid staff. We are working with The A&M System Office process to help prevent this from happening in the future. If you have questions concerning this information, please do not hesitate to contact us at parking@tamu.edu or 979-862-PARK (7275).

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EMPLOYEE WELLNESS

★Please share this article with employees in your department.

Flourish Events

Take time off. You earned it.
Take time off. You earned it.

Our [full fitness class schedule](#) with classes taught by PEAP, Rec Sports and Piranha Fitness, is happening Monday through Thursday of this week.

Take advantage of the fitness classes offered - here are just a few:

- [Pilates](#) | 3/15 & 3/17 | 11:45am – 12:30pm
- [HIIT the Ground Running](#) | 3/15 | 4:45pm – 5:30pm
- [Stretch & De-Stress by PEAP](#) | 3/16 & 3/18 | 6:45am – 7:15am
- [Yoga by Rec Sports](#) | 3/16 | 11:45am – 12:30pm
- [Body Blaster by Rec Sport](#) | 3/17 | 12:15pm – 1:00pm

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

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 | 979.862.3854 | 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

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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

