HR LIAISON NETWORK NEWS

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

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS
Extension of Temporary Delegation of Authority for AWLs
Updates for I-9 Processors
- New Guardian Settings
- Workday Notifications
- Increasing Guardian Access for I-9 Processors
- 2020 Form I-9 Review
- Issue Bulletin: Guardian Prompting to Retain All Documents

Workday Services Education: March and April Webinars
Performance Reviews Begin April 1
COVID-19 Return to Campus Courses

PAYROLL SERVICES
Paid Holiday / Early Release Not on Timesheet
Holiday Pay

EMPLOYEE WELLNESS
★**Flourish Events**

PAYROLL REMINDERS

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

March 24:
- Monthly Pay Calculation Results Report refreshed at 10:00am
- #21-15 BW Final Pay Calculation Results Report available at 2:00pm
- Current Monthly BP Approvals due at 5:00pm

March 25:
- Monthly Pay Calculation Results Report refreshed at 10:00am

March 26:
- #21-15 Biweekly Pay Day
- Monthly Final Pay Calculation Results Report available at 2:00pm

Payroll Processing Calendar Key
Processing Schedules
Workday Tools

TEXAS A&M COVID-19 CAMPUS GUIDANCE   *HROE COVID-19 UPDATES FOR EMPLOYEES*

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

Extension of Temporary Delegation of Authority for AWLs – May 2021
In early January 2021, HROE announced the extension of the temporary delegation of authority for Alternate Work Location (AWL) Requests to department heads through the end of March 2021. Given current COVID-19 conditions, the temporary delegation will be further extended through the end of the May 2021 to get us through the semester.
Top

In accordance with System [Regulation 33.06.01](#), **department heads may continue to approve short-term requests for remote work** for employees whose work does not have to be performed on campus.

- AWL requests are subject to supervisor AND department head approval; must be based on appropriate job tasks that can effectively be performed remotely.
- This temporary delegation of authority for AWLs to department heads will remain in place through the end of May 2021, unless otherwise communicated.
- If an employee or unit anticipates the **AWL will remain in place beyond the spring semester, a long term request must be submitted through the [formal request process](#)** which routes to Employee Relations prior to obtaining signature of final approver.
- Documentation of approved AWLs is maintained in the personnel file.

Updates for I-9 Processors

New Guardian Settings
On March 15 two settings have been enabled to improve Form I-9 processes:
1. **Record Retention** – When Section 2 of the Form I-9 is completed using documents from List A (U.S. Passports, Permanent Resident Cards, Employment Authorization Cards), users will be automatically prompted to upload the documents. These documents are required for E-Verify.
2. **Verifying the Identity of Authorized Representatives for Remote Form I-9 Processes** – To enhance security and prevent employees from completing Section 2, the Authorized Representatives will be required to enter an email address before accessing the employee's I-9. The system will email the Authorized Representative a verification code which is required to continue processing the Form I-9. Please review the [Tutorial For Remote Processing](#) for more information.

Workday Notifications
Starting on March 25, I-9 processors will receive a Workday Notification with a reminder that an employee has a Form I-9 that needs to be amended as it was completed without a Social Security Number (SSN).

Reminder: a Form I-9 can be completed without a SSN but it must be amended no later than 45 days after it was completed to send the case to E-Verify. Routinely check your To Do List to monitor forms that need to be amended for SSN.

Increasing Guardian Access for I-9 Processors
Current Guardian users can have increased access to approve I-9s, send cases to E-Verify, and resolve Tentative Non-Confirmations as needed. Having this access greatly improves efficiencies. To update your Guardian access, you must take the **[2114166 : Form I-9 Processor Training](#)** available in TrainTraq, and email your completion certification to UIN-I9@tamu.edu.

2020 Form I-9 Review
The 2020 review for all forms completed in 2020 has finalized. Below is the summary of findings, and our recommendations for improving processes. All users have been contacted, and the results have been shared in great detail. If you need more information or have additional questions or suggestions to improve processes and communications, please contact Carmen Garcia at clgarciap@tamu.edu

Findings
- Forms Completed: 4,718 (954 remotely or 20%)
- Issues: 557 (169 or 30% associated with remote processes)
- Issue Rate: 11.81%
- The highest issue is completing Section 1 on or before the hired date (59% of all Issues)
- 90% of the Form I-9 issues are associated with direct hires (Student Workers, Graduate Assistants, Faculty)
- Potential fines could cost at least $573 per violation

Recommendations
- Stress that no one should start working until at least Section 1 of the Form I-9 is completed. [Please share this information with Hiring Managers.](#)
- Particular attention should be given to Graduate Assistants and Student Worker hires as these have the largest number of issues
- Complete both sections of the Form as soon as an offer is accepted

- Review remote processes as a significant number of issues are associated with forms completed by authorized representatives

Issue Bulletin: Guardian Prompting to Retain All Documents
LawLogix has made us aware that users are receiving a prompt to retain all I-9 Supporting Documents when completing Section 2. Their engineering team has been made aware of the issue and are reviewing the matter now. This coincides with a change made recently that requires List A documents to be uploaded when used to complete Section 2. In the meantime, if List A documents were not used to complete Section 2, users may indicate that they do not have documents to upload via the provided check box which should allow them to continue processing Section 2. We thank you all for your patience and cooperation on this item. Email uin-i9@tamu.edu if you have any questions.

Workday Services Education: March and April Webinars
Join us for the following Workday Services webinars. 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 1st and end May 31st. A campus-wide announcement was sent from Dr. Risinger 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. Please review the resources below and share with managers and employees as needed:
    a. How to write SMART Goals
    b. Instructions to manage Goals in Workday
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.

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
    o 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.***
    o This course is required for all employees and is automatically assigned/reassigned accordingly.
    o 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.

PAYROLL SERVICES

Paid Holiday / Early Release Not on Timesheet
In order to get the time blocks to create for early release, paid holidays and inclement weather events the calculations need to run on the time sheet. These calculations run automatically when employees enter/update time. If an employee does not have worked time to enter or update (paid time off, holidays all week) 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.

See Holiday Time Off, Early Release and Timesheets on Payroll Services website for more information.
Top

Holiday Pay
As per System Regulation 31.04.01 System Holidays Section 1.3, if an employee has unpaid Time Off for the entire workday immediately before or after a holiday, they **should not** be compensated for the holiday(s). The employee or Absence Partner should submit Unpaid Time Off to make sure the employee is not paid for the holiday(s).
Top

EMPLOYEE WELLNESS

★Please share this article with employees in your department.
Flourish Events
Spring break may be over, but relaxation doesn't have to be.

Special offerings this week:
- All About FODMAPs | 3/23 | 12:30pm – 1:30pm
- Time Management Tools | 3/24 | 11:00am – 11:00am
- Taste of Tai Chi | 3/25 | 7:00am – 8:00am
- Home Vegetable Gardening Series | 3/25 | 12:00pm – 1:00pm

Take advantage of our fitness classes - here are just a few:
- Pilates | 3/22 & 3/24 | 11:45am – 12:30pm
- Stretch & De-Stress by PEAP | 3/23 & 3/25 | 6:45am – 7:15am
- Body Blaster by Rec Sport | 3/24 | 12:15pm – 1:00pm

    View our full fitness class schedule with classes taught by PEAP, Rec Sports and Piranha Fitness.

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.

P.S. Just because you had a break doesn't mean you can't take another when you need to.
Top

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