



HR LIAISON NETWORK NEWS

March 29, 2021 | Share the following information within your departments as appropriate.

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PAYROLL REMINDERS

April 1:

- Monthly Pay Day
- #21-16 **Retro** Timesheets and Workday Retro BP Approvals due at 5:00pm

April 5:

- #21-16 Current Timesheets, Workday BP Approvals, Lump Sum Payouts, PPRs & Time Off Requests due at 11:00am
- #21-16 Pay Calculation Results Report available at 12:00pm

April 6:

- #21-16 Pay Calculation Results Report refreshed at 10:00am
- #21-16 Timesheets Locked; only Timekeepers can update
- Run Timekeeper Reports

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

Performance Management

The Performance Review process for staff employees at Texas A&M including the Health Science Center will begin Thursday, April 1, 2021 for the review period 4/1/2020 through 3/31/2021. A campus-wide announcement will be sent on Thursday, April 1 at noon. 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. **All pending reviews will be canceled on March 31.**
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 the last Performance Review Awareness session:
 - a. Click [Here](#).
 - b. Scroll down to Performance Management.
 - c. Click Workday Awareness Session: Performance Review.
 - d. Click Register to enroll in the session.
4. Please ensure that all staff check their [Workday](#) Inbox on April 1st for items to complete.

Review other course offerings including Workday demonstrations and best practices for employees and supervisors, delivered via Zoom, by visiting the [Schedule of Events](#). [Job Guides](#) are also available for each step of the Performance Review Process.

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

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Termination Date vs. Pay Through Date in Workday

In Workday, the termination date is considered the last day on payroll and is used to calculate final regular pay. If you enter a different “pay through” date, this date is for severance tracking only and is not picked up for pay calculation. The termination date and pay through date should match in Workday.

- **Termination Date** = Last day on payroll. Used to calculate final regular pay.
- **Last Day of Work** = Last day employee physically worked in position. NOT used to calculate final regular pay.
- **Pay Through Date** = Last day on payroll. NOT used to calculate final regular pay. Should match Termination Date.

Please contact [HROE](#) if you have any questions regarding the termination business process.

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Workday Notifications Regarding Employees Without SSN

A new notification was released last week. The I-9 Partner and I-9 Processor are notified when an employee adds or changes the Social Security Number (SSN) outside of Onboarding. Upon receiving this notification, I-9 processors should [e-mail](#) the I-9 Team to amend the Form I-9 to add the SSN and send cases to E-Verify.

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Checking References

Reference checks are an integral part of a successful recruiting and selection process. HR Liaisons should now be using [Xref](#) to obtain references. If you do not have an Xref account, please complete the [HR Liaison Designation Statement of Responsibility Form](#) and return to the [HR Liaison Administration](#). For more information, please visit our [Checking References](#) page.

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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

Underpayment / Overpayment / No Payment Pay Results

Payroll Services continues to receive calls and emails each payday from departments reporting underpayments, overpayments or no payments. The issues are being identified on payday or later. Most issues could have been

identified by departments prior to payroll deadlines. **It is imperative that all departments generate and review the [Pay Calculation Results for a Period report](#) every biweekly and monthly payroll.** These reports should be reviewed to ensure employees will receive their expected salary / hours, one-time payment request, recurring payments and/or allowances. This is also an opportunity to make sure new hires since the last payroll will receive pay. Initiation of a business process is not assurance that expected pay results are populating as part of the employee's paycheck. **If an error or omission is identified before payroll deadlines, payroll services staff can work with you and try to correct, as long as business processes are fully completed / approved.**

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Payroll Reminder Emails

Payroll Services emails reminders to Department Payroll Contacts on days with payroll deadlines or action items. These emails are in addition to processing calendars and pay schedules available on the Payroll Services [website](#) and notices sent out in weekly HR Liaison Network News. If you are not receiving reminder emails or if someone else in your department should, please provide contact information to payroll@tamu.edu and we will add them to our mailout list.

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EMPLOYEE WELLNESS

★Please share this article with employees in your department.

Flourish Events

Reminder: You have [Wellness Release Time](#).

Reminder: Use your [Wellness Release Time](#).



Special offerings this week:

- [Bulletproof Your Knees](#) | 3/29 | 5:15pm – 6:15pm
- [Ballet Adult Dance](#) | 3/30 & 4/1 | 12:00pm – 12:30pm
- [Sleep Series: Science of Sleep](#) | 4/1 | 11:30am – 12:30pm

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

- [Pilates](#) | 3/29 & 3/31 | 11:45am – 12:30pm
- [Stretch & De-Stress by PEAP](#) | 3/30 & 4/1 | 6:45am – 7:15am
- [Body Blaster by Rec Sport](#) | 3/31 | 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.

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ANNOUNCEMENTS

Sent on behalf of the Student Employment Office

Important: Work Study Reminder

May 1 is the last day students may be paid from Spring work study funds. Student employees may not earn Spring work study funds past May 1. All earnings after May 1 must be paid from your departmental funds unless the student is eligible for summer work study funding. To be considered for summer work study, a student must be:

- Enrolled half-time in the summer semester at Texas A&M in courses that count toward their course program of study.
- Eligible for summer work study funding.

If you have students enrolling in summer classes and would like us to check to see if they are work study eligible, please email workstudy@tamu.edu. Please note that funding is limited so please encourage them to register early.

The student will need to be enrolled in order to determine eligibility. Early registration is from April 1 to April 16, 2021.

If you have further questions, please contact the Student Employment Office at workstudy@tamu.edu or call 979-845-0686.

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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/liasons

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