



# HR LIAISON NETWORK NEWS

March 8, 2021 | Share the following information within your departments as appropriate.

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## PAYROLL REMINDERS

### 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

### March 9:

- #21-14 Pay Calculation Results Report refreshed at 10:00am
- #21-14 Timesheets Locked; only Timekeepers can update
- Run Timekeeper Reports

### March 10:

- #21-14 BW Final Pay Calculation Results Report available at 2:00pm

### March 12:

- #21-14 Biweekly Pay Day

### March 16: Updated

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

[Payroll Processing Calendar Key](#)  
[Processing Schedules](#)  
[Workday Tools](#)

## HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

### 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 – 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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### **Past Due System Required Web-based Training (WBT) Report**

Attached is the monthly Required Training Assignments Report for System-required training. The report format is designed to be helpful, and actionable in enabling compliance.

1. The first tab is a summary of past due employees by Executive Level 2.
2. The second tab provides more detail with:
  - Filters to quickly identify specific colleges / divisions and departments with individuals who are past due
  - Highlighting those that are more than 90 days past due and more than 365 days past due.

If you have questions, please contact [orgdev@tamu.edu](mailto:orgdev@tamu.edu).

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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 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](mailto: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](mailto:hrevaluations@tamu.edu).

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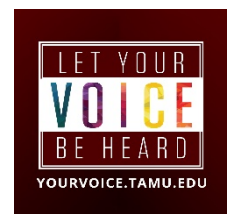
★ Please share this article with employees in your department.

### **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](http://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](mailto:OrgDev@tamu.edu).

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## PAYROLL SERVICES

### Zoom Training – Paying Employees in Workday

There is still time to register in TrainTraq for Zoom training by Payroll Services Staff for [Course 2113632: HR Liaison: Paying Employees in Workday](#). The training will be Thursday, March 11, 2021 from 9:00am to 11:00am. This course is prioritized for active HR Liaisons but is also open to others within a department who have the Timekeeper or HR Contact role or are a delegate who assists them with payroll-related tasks. This is an excellent opportunity to get up to the minute information and have your general payroll questions answered. We look forward to seeing you there!

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### March 2021 Payroll Processing Calendar Updated

An updated version (11.18.2020) of the March 2021 Payroll Processing Calendar is now loaded on our [website](#). The update was needed due to the change in our Spring Break Holidays, which altered to-dos and deadlines for the upcoming #21-15 Biweekly and Monthly payrolls. Please make sure to reference the revised March calendar for upcoming work and share with others within your department as needed.

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### PCT Deadline (Payroll Cost Transfer) – TAMU accounts only

*Sent on behalf of Financial Management Operations (FMO)*

Deadline for PCTs on TAMU state-funded accounts (1XXXXX) with FY20 pay period (9/1/19-8/31/20) is June 25, 2021.

All PCTs with the above criteria must have all approvals and be marked completed by June 25, 2021. This is to allow time for final adjustments to prior year state benefit accounts before reports are due at the end of the fiscal year.

All other PCTs for FY20 pay periods with locally funded accounts and all PCTs for FY21 pay periods will close in August. That deadline will be set at a later date.

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## EMPLOYEE WELLNESS

★ Please share this article with employees in your department.

### Flourish Events

Flourish is offering a wide range of events this week and we would love to have you join us!

### Special offerings this week:

- [Anti-Racism and Organizational Well-Being](#) | 3/9 | 12:00pm – 1:00pm
- [Managing Your Money](#) | 3/10 | 11:00am – 12:00pm
- [Beginner Embroidery Workshop](#) | 3/10 | 5:00pm – 6:30pm
- [Airrosti Lacrosse Ball Lower Body](#) | 3/11 | 11:00am – 11:45am

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

- [Yoga by Rec Sports](#) | 3/9 & 3/11 | 11:45am – 12:30pm
- [Pilates Core Blast](#) | 3/9 & 3/11 | 7:30pm – 8:00pm
- [Body Blaster by Rec Sport](#) | 3/10 | 12:15pm – 1:00pm

To see our complete fitness schedule with classes taught by Rec Sports and Piranha Fitness, check out our [website!](#)

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](mailto: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](http://employees.tamu.edu/liaisons)

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