



HR LIAISON NETWORK NEWS

May 10, 2021 | Share the following information within your departments as appropriate.

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PAYROLL REMINDERS

May 13:

- #21-19 **Retro** Timesheets and Workday Retro BP Approvals due at 5:00pm

May 17:

- #21-19 Current Timesheets, Workday BP Approvals, Lump Sum Payouts, PPRs & Time Off Requests due at 11:00am
- #21-19 Pay Calculation Results Report available at 12:00pm
- Monthly **Retro** Business Process Approvals due at 5:00pm

[Payroll Processing Calendar Key](#)

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HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

SEBAC Election Closes Friday, June 14 – Please Vote!

Today, May 10 is the last day to cast your ballot to elect the Texas A&M University System Employee Benefits Advisory Committee (SEBAC) representative. Election ballots were sent electronically last week to the email address on record for all Texas A&M University and Texas A&M Health (HSC) benefits-eligible faculty, staff, graduate assistants and retirees. SEBAC is an advisory group that makes recommendations to The Texas A&M University System administration on various issues relating to your employee/retiree benefit programs, including health insurance. There is a separate ballot for the University's representative and Texas A&M Health's representative. Voting will close at 5pm. Please vote!

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Reminder: Student Status Positions and Placement in Temporary/Casual Positions

Following last week's message from the Student Employment Office regarding *End of Semester Reminders*, if graduating, students must be moved off student title codes no later than the Monday following the latest commencement ceremony of the term. Based on this spring's ceremony schedule, the date is Monday, May 24, 2021. Departments do not need to create or transfer to a Program Aide position. Instead, this request may be processed using **Change Job** and selecting *Data Change – Position Title Change* for the reason. The Job Profile will need to be updated to Program Aide, and the Employee Type will need to be changed to Temporary/Casual Staff (Fixed Term). Departments should update the annual work period to cover the appropriate time period

worked. Workday will require the department to enter an End Employment Date indicating an end date on which the temporary employment will close. The graduating student can only work in this Program Aide role for a **maximum of 4.5 months**, no matter the hours worked. In these instances, a Criminal Background Check is not required. For further information regarding temporary/casual positions, please reference the [Temporary/Casual Position Guidelines](#) on the HR website.

Special Note: Students who graduated in December 2020 and were placed in a temporary/casual position without posting the position have now exceeded the 4.5 months duration for that extended employment. If you still have former students in temporary/casual positions, please process a Termination request so that the duration does not exceed 4.5 months.

For questions regarding this process, contact Classification and Compensation at 979-845-4170 or by email at hrcomp@tamu.edu, or hschr@tamu.edu for Texas A&M Health departments.

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Performance Management

May 31st is the deadline to complete the Performance Reviews. Please ensure managers are scheduling meetings with their direct reports to review the evaluations. You can refer to the [Performance Review Process Timeline](#) for more details.

Reminders:

- The University will close on both May 28th and May 31st to honor the Memorial Day holiday.
- Talent Analysts should run the *Performance Review Process (All)* report in Workday to track progress and ensure timely completion.
- For more detailed information, please refer to our [Performance Review FAQ](#) page.

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

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Important Deadline for FY22 Staff Equity Requests

Wednesday, June 2 is the deadline for submission of staff equity request memos to be guaranteed completion for Phase 2 budget. Completion of **all** required approvals, including HROE Compensation Review, will confirm the department's authority to include the compensation increase in the FY22 budget process. For questions, contact HROE Classification and Compensation 979.845.4170 or hrcomp@tamu.edu or for Texas A&M Health contact Kim Johnson at 979.436.9182 or hschr@tamu.edu.

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Updates for I-9 Processors

Updates to Form I-9 Remote Authorized Agent Policy

As the campus prepares to return to 100% working capacity, departments should start making arrangements to ensure I-9 processors are onsite to complete the Form I-9 for new employees in person. The remote Authorized Agent workflow used to complete Section 2 will be phased out in the coming weeks and will only be used for employees who are not in the Bryan and College Station area. Exceptions may be granted based on business need and department compliance rates.

Users may still [Request a Form I-9 Remote Section 1](#) to allow employees to complete Section 1 on their own, prior to meeting with I-9 processors in person.

Approving Form I-9 and Managing E-Verify Cases

Since Guardian updated the user interface in December 2020, we have been updating Guardian settings to expand user access. Form I-9 processors who have not yet completed the approver and E-Verify training, will receive an assignment to complete training by June 30. As users complete the training, Guardian settings will be adjusted to include approval and E-Verify process when completing the Form I-9. This is a more efficient way of handling these processes as it allows for immediate resolution of Tentative Non-Confirmations, and increases compliance with E-Verify. As of today, just under 50% of our users' Guardian settings have been updated to provide greater access. Users with assigned training will be contacted directly.

Reminder: New Access to Guardian Requires Training

To Request Access to Guardian, submit the [HR Liaison Designation Statement of Responsibility Form](#) and take the **2114166 : Form I-9 Processor Training** available in TrainTraq.

Subscribe to Form I-9 Distribution List

To stay informed about Form I-9, E-Verify, and Guardian rules and processes, subscribe to our distribution list by sending an email to UIN-I9@tamu.edu. More detailed information will be sent out using this distribution list, so sign up today.

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Workday Services Training Changes, Week of May 3, 2021

Workday Training changes for user guides and webinars are now posted on the [Workday Weekly Updates webpage](#). Visit the website for full details.

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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

Sent on behalf of University Accounting Services

PCT Deadline (Payroll Cost Transfer) – TAMU accounts only

- 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. The deadline will be set at a later date.

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FAQ Spotlight

Payroll Services maintains a large [Frequently Asked Question \(FAQ\) section](#) on our website. FAQs are available under these headings:

- General FAQs
- Supervisory Organizations
- Payment Elections (Direct Deposit)
- Biweekly Paid Employees & Timesheets (*employee need to know*)
- Managers, Timekeepers & Timesheets (*manager / timekeeper need to know*)
- Monthly Paid Employees
- HR Contact

Please reference these sections to see if your question or issue is already answered before contacting payroll@tamu.edu

EMPLOYEE WELLNESS



★Please share this article with employees in your department.

Flourish Events

Congratulations! You've made it through another semester, and we are proud of your perseverance and adaptability. This will be our last week of spring programming, but summer programming will begin on 6/1.

Special offerings this week:

- [Coffee Chat](#) | 5/12 | 2:00pm – 3:00pm
- [Lacrosse Ball Upper Body](#) | 5/13 | 11:00am – 11:45am
- [Complimentary Virtual Injury Assessment](#) | 5/13 | 12:00pm – 2:00pm

Personal interest groups this week:

- [Kindred Spirits Fighting Cancer](#) | 5/14 | 11:00am – 12:00pm

Take advantage of our fitness classes:

- [Pilates](#) | 5/10 & 5/12 | 11:45am – 12:30pm
View our [interim fitness class schedule](#) with classes taught by PEAP, Rec Sports and Piranha Fitness.

Check out our new [scheduling software](#) and mobile app.

Visit our [website](#) and follow us on social media ([Facebook](#), [Twitter](#), and [Instagram](#)) to build community, giveaways, and more!

ANNOUNCEMENTS

★Please share this article with employees in your department.

COVID-19 Vaccines Widely Available

According to A&M health experts, vaccination remains the most effective way to mitigate the impact of COVID-19. Everyone 16 and older is eligible for the [vaccine](#). If you are seeking to obtain your COVID-19 vaccine, here are a few ways to do so:

- **Vet Med is hosting a COVID-19 Vaccine Clinic today until 6 pm and tomorrow from 10 am - 6pm in the old Critical Care Café.** Pfizer vaccine will be administered on a first come, first served basis (no appointment necessary) while supplies last. These vaccines will be offered to **any member of the Texas A&M University System staff, faculty, or student and their dependents over the age of 16 free of charge.** Booster vaccines will also be offered at the appropriate interval and photo ID is required. The Critical Care Café is located in Building 508 – VTH. Enter through doors from lot 36b off of Agronomy Rd (Bus Route 6). Questions contact Sandra Church at 979.458.4500 or Schurch@tamu.edu.
- The **Maroon Line Clinic** vaccination center is offering vaccinations to members of the Texas A&M University System staff, faculty or student body and their dependents. **Registration/appointment required online** at healow.com/apps/jsp/webview/openaccess/widgets/uc/ucFacility.jsp?apu_id=319012&facility_id=33.
- **Student Health Services** has doses for students and employees, and you can [schedule an appointment online](#).
- Seek vaccination through your local health care providers such as your primary care physician or pharmacy. [Locate a vaccine provider near you on the CDC's vaccine finder website.](#)

★Please share this article with Graduate Assistants in your department.

Summer 2021 International GA Insurance Waiver Process Guidelines

The Graduate and Professional School, in consultation with TAMUS Benefits, HROE, TEES, AgriLife, and International Student Services created guidelines that outline the steps necessary to prevent International Graduate Assistants (GA) from being charged the international System Student Health Insurance Plan (SSHIP) fees while enrolled in the Graduate Student Employee Health Plan during the summer 2021 term. These

guidelines include the conditions that must be met for a GA to qualify, HR Liaison and GA responsibilities, and points of contact for further questions. Timely adherence to the steps outlined in the guidelines will result in the GA being included in the waiver report and the SSHIP fees being removed from the GA's student billing account. HR Liaisons can find the [Summer 2021 International Graduate Assistant Waiver Process Guidelines](#) and the recently added FAQs on the [Graduate and Professional School Faculty and Staff webpage](#). For graduate student access, we've also left a link to the guidelines on the [Graduate Student Employment and Benefits Webpage](#) under the International Graduate Student Section.

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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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