



HR LIAISON NETWORK NEWS

May 17, 2021 | Share the following information within your departments as appropriate.

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

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PAYROLL REMINDERS

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

May 18:

- #21-19 Pay Calculation Results Report refreshed at 10:00am
- #21-19 Timesheets Locked; only Timekeepers can update
- Run Timekeeper Reports
- Monthly Pay Calculation Results Report available at 12:00pm
- May 19:
- Monthly Pay Calculation Results Report refreshed at 10:00am
- #21-19 BW Final Pay Calculation Results Report available at 2:00pm

May 20:

- Monthly Pay Calculation Results Report refreshed at 10:00am
- Monthly PPRs & Lump Sum Payouts due at 11:00am

May 21:

- #21-19 Biweekly Pay Day
- Monthly Pay Calculation Results Report refreshed at 10:00am
- Current Monthly BP Approvals due at 5:00pm

May 24:

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

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

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

Save the Date: June 29 – HR Liaison Network Summer Meeting

LOCATION: Zoom Meeting

DATE: Tuesday, June 29, 2021

TIMES: Morning session (9:00 – 11:30 am) or
Afternoon session (1 – 3:30 pm)

Additional details coming soon.

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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, and then submitting in Workday for employees to acknowledge. You can refer to the [Performance Review Process Timeline](#) and our [Performance Review FAQ](#) pages for more details.

Reminders:

- All self-evaluations, including attachment only, must be submitted in Workday to start the process.
- The [Performance Feedback Form](#) and the [Research Performance Evaluation Form](#) may be used to complete the self-evaluations. Employees and Supervisors may agree to use a different document to attach in Workday.
- 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.

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

Manager, Timekeeper and HR Contact Payroll Reports

There are a number of reports available in Workday to Managers, Timekeepers and HR Contacts to aid them during the biweekly & monthly payroll processes. These include and are not limited to:

Report	Run by Manager	Run by Timekeeper	Run by HR Contact	Notes
Review Time	X	X		Managers can approve hours submitted & time off requests from this report
Time Summary Review		X		Primary Report for Timekeepers
Missing Costing Allocation	X		X	Should be run for every payroll
Pay Calculation Results for a Period			X	Report is refreshed daily and should be run more than once

Time Tracking Details		X	X	Shows work schedule, timesheet type & compensatory time set-up
View Workers Time Eligibility		X		Useful to troubleshoot issues
All Worker Time Off	X	X		Returns all time off entries within a date range

[Workday Help](#) in your SSO Menu maintains an extensive list of Commonly Used Reports. Click the Reports tab at the top of the Workday Help Home Page to review the list. You may find other reports beneficial to your department or college.

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Time Worklet Update

The **Time Worklet** in Workday was removed from the homepage of staff who are dual-employed and the primary position is monthly paid. The employee will need to add the Time Worklet back on their home page; once this is done, they will be able to access their timesheet and submit hours in the secondary position.

- a. In Workday, click the Gear Icon above the Applications box.
- b. Under Optional Worklets, click the plus (+) sign to add a new line.
- c. In the empty field, click the drop-down menu, select All and choose the **Time** worklet.
- d. Click OK and Done; the Time Worklet should now appear in the Applications box on the homepage.

Please contact Payroll Services at payroll@tamu.edu if any timesheet issues remain after the employee updates their home page.

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EMPLOYEE WELLNESS



★Please share this article with employees in your department.

Flourish Events

It's Mental Health Awareness Month and when was the last time you checked in on yourself? On someone else?

That's your Flourish challenge for the week.

- How are you feeling, really?
- What's the source of the feeling?
- Who can you lean on for support?
- Answering these questions are a small victory. Congratulations!

Our summer programming will be here before you know it, beginning on 6/1.

Take advantage of our fitness classes:

- [Pilates](#) | 5/17 & 5/19 | 11:45am – 12:30pm
View our [interim fitness class schedule](#) with classes taught by 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, enter giveaways, 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 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
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