



HR LIAISON NETWORK NEWS

May 24, 2021 | Share the following information within your departments as appropriate.

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PAYROLL REMINDERS

May 24:

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

May 25:

- Monthly Final Pay Calculation Results Report available at 2:00pm
- #21-20 **Retro** Timesheets and Workday Retro BP Approvals due at 5:00pm

May 27:

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

June 1:

- Monthly Pay Day
#21-20 Pay Calculation Results Report refreshed at 10:00am
#21-20 Timesheets Locked; only Timekeepers can update
Run Timekeeper Reports

June 2:

- #21-20 BW Final Pay Calculation Results Report available at 2:00pm

June 4:

- Biweekly Pay Day

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

Upcoming "Workday Wednesday" Sessions

For additional details, visit [Workday Help](#) (Calendar > Education).

[Workday Wednesday: Workday Assistant](#) | May 26, 10:30 - 11:30am

Description: Workday Assistant is a digital assistant chatbot designed to help you conversationally complete tasks and retrieve information within Workday. In this webinar, we will introduce Workday Assistant and provide an overview of its capabilities and demonstrate how you can easily navigate in Workday using Workday Assistant.

Target Audience: All Employees/Security Roles

[Workday Wednesday: Managing Merit](#) | June 2, 10:30 - 11:30am

Description: Discusses various activities required for those who manage the annual merit process in Workday. These activities include entering merit awards, maintaining the merit pools, managing Employee participation, and using merit reports.

Target Audience: Merit Partners, Managers, HR Partners

[Workday Wednesday: Open Enrollment – Staffing Changes](#) | June 9, 10:30 - 11:30am

Description: Summer staffing events with effective dates on or before September 1 can impact an Employee's benefit plan. If you are adding an additional job, changing the pay frequency from biweekly to monthly, increasing or decreasing scheduled hours, or changing from 12-month to 9-month terms, this is the webinar for you. Come and learn best practices and actions that are necessary when employment changes are effective the beginning of the fiscal year

Target Audience: HR Contact, HR Partner, Benefit Partner

[Workday Wednesday: Recruiting \(Committees and Interview Teams\)](#) | June 30, 10:30 - 11:30am

Description: Detailed overview about business process definitions and framework with an insight on how to track and get answers to specific scenarios during your day-to-day activities in Workday using new Prism Dashboards.

Target Audience: HR Partners, HR Contacts, Payroll Partners, Compensation Partners

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Performance Management

May 31st is the deadline to complete all staff performance reviews. Please ensure managers are scheduling meetings with their direct reports to review the evaluations. Acknowledgment tasks will trigger for both employees and managers. The review process is completed after the manager submits the acknowledgment. You can refer to the [Performance Review Process Timeline](#) and our [Performance Review FAQ](#) pages for more details.

Reminders:

- All employees should have a Performance Review on file for merit eligibility.
- 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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Final Reminder: **June 2** 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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New Employee Benefits Orientation Session – June 3

Please encourage new employees to register for this orientation as soon as possible after their hire date. The next session of Benefits Orientation will be held Thursday, June 3 at 8:30 am via Zoom. This session is **most advantageous to new employees within their first week of employment and no later than their first 30 days**. Benefits enrollment and effective date options for coverage will be more limited if the employee is not fully aware of their enrollment options **within seven days of their hire date**. Employees can [register online for this session](#) and additional sessions. If you would like to hold a seat for an incoming employee who is not yet on TrainTraq, please email orgdev@tamu.edu.

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Registration Open – Virtual HR Liaison Network Summer Meeting (Virtual) - June 29

Registration for the HR Liaison Network Summer Meeting (virtual) is now open. Please register for only one session (morning and afternoon sessions will be identical). Additional meeting information including the agenda will be provided in the coming weeks. We look forward to seeing you at the virtual meeting! One session will be recorded to accommodate our Qatar campus HR Liaisons.

- **Date: June 29, 2021**
- **Location: Zoom Meeting (details provided when you register)**
 - Morning Session: 9:00am-11:30am [Register](#)
 - Afternoon Session: 1:00pm-3:30pm [Register](#)

Is there a topic you would like for us to present during one of our upcoming network meetings? Send your suggestions including speaker recommendations to hrnetwork@tamu.edu.

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Workday Services Training Changes, Week of May 17, 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

★Please share this article with employees, managers, timekeepers and business process approvers in your department to make them aware of the earlier deadlines and plan accordingly.

Biweekly Pay Period #21-20 Earlier Deadlines and Estimated Hours

Due to the upcoming Memorial Day Holidays, the biweekly pay period #21-20 **Retro** Timesheets & Business Process approvals have an earlier deadline of Tuesday, May 25th at 5:00pm. Additionally, current timesheets for biweekly pay period #21-20 are due May 27th at 11:00am but the pay period doesn't end until May 29th which means estimated time, payday will be June 4th.

Benefit eligible biweekly paid employees without sufficient accrued time off should not be allowed to estimate time. It is advised that non-benefit eligible employees such as students, GANTS, and temp/casual employees not be allowed to estimate time. Missed hours and other timesheet corrections can be added to a timesheet up to three prior pay periods and resubmitted to the manager for approval and payment at a later date. **Note:** Timesheets and business processes approved after deadlines will pay on the employees next regularly scheduled payday, starting with the June 18th biweekly payday.

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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).

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★Please share this article with employees in your department.

Flourish Events

When was the last time you took a moment and expressed what you were grateful for? Take a moment and do that now. Write it down and keep it in a place you can reflect on it when needed.

Since we haven't told you lately, we're thankful for you and the work you do!

Our summer programming begins next week on 6/1.

Take advantage of our fitness classes:

- [Pilates](#) | 5/24 & 5/26 | 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 [Flourish 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/liaisons

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