



# HR LIAISON NETWORK NEWS

May 3, 2021 | Share the following information within your departments as appropriate.

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## PAYROLL REMINDERS

### May 3:

- Monthly Pay Day
- #21-18 Current Timesheets, Workday BP Approvals, Lump Sum Payouts, PPRs & Time Off Requests due at 11:00am
- #21-18 Pay Calculation Results Report available at 12:00pm

### May 4:

- #21-18 Pay Calculation Results Report refreshed at 10:00am
- #21-18 Timesheets Locked; only Timekeepers can update
- Run Timekeeper Reports

### May 5:

- #21-18 BW Final Pay Calculation Results Report available at 2:00pm

### May 7:

- #21-18 Biweekly Pay Day

### May 13:

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

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

## HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

### SEBAC Election Ballot – Please DO NOT Forward

Campus-wide emails regarding the Texas A&M University System Employee Benefits Advisory Committee (SEBAC) election were sent today. This email message and voting link will NOT be listed on the HROE website or other distributions because **only** Texas A&M University and Texas A&M Health (HSC) eligible voters (benefits-eligible faculty, staff, graduate assistants and retirees) may vote. Because voting is limited, we ask that you **please not forward** the message to anyone. Instead, direct employees with inquiries to [hr-feedback@tamu.edu](mailto:hr-feedback@tamu.edu) so that voting eligibility can be confirmed. Then, the ballot will be forwarded accordingly. There is a separate ballot for the University's representative and Texas A&M Health's (HSC) representative.

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### Reminder: Summer Insurance Premiums - Final Deadlines for Change in Status – Monthly Employees

This is a reminder that the final deadlines are approaching quickly for changes in status of employees impacted by summer insurance premium deductions. If you are now aware of a change in status that will impact the premiums deduction, please see the details at the website below and submit your response as follows:

- For monthly-paid employees by 5:00pm on **May 10, 2021**

We need to hear from you **if you did not previously submit a status change** for that employee by the April 13 first deadline, and you can confirm that:

1. the employee is terminating or retiring May 31, or
2. the employee is requesting billing based on negative pay calculations, or
3. the employee will have a 3-month added job or work period extension this summer *and* wants the deductions to come from that added job or extended work period compensation.

The response should be provided on the spreadsheet template called “[Summer Premium Process After Notification](#)”. Submit your worksheets to [benefits@tamu.edu](mailto:benefits@tamu.edu) (Texas A&M departments) or [hschr@tamu.edu](mailto:hschr@tamu.edu) (Texas A&M Health departments). Based on your submitted information, we will code Workday for the individual to stop the summer deductions as applicable. Benefit Partners in HROE and HSC HR code Workday with the applicable Other ID for individuals as T for May 31 terminations for retirements, B for those needing to be billed due to negative pay amounts or other situations, and D for deducting from summer compensation. All others not coded with B, T, or D will have four months of premiums deducted from May compensation as communicated to them in the email. Email [benefits@tamu.edu](mailto:benefits@tamu.edu) or [hschr@tamu.edu](mailto:hschr@tamu.edu) if questions.

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### **HR Liaison Designation Statement of Responsibility Form**

The HR Liaison Designation Statement of Responsibility form was updated 11/3/2020 to include additional applications and A&M System company designation (M-TAMU or H-HSC). We are still receiving older versions of the form which can cause delays for certain SSO applications. Please be sure you use the most recent version available on the [Join the HR Liaison Network](#) website to ensure timely processing of your form.

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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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### **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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★Please share this article with employees in your department.

## Flourish Events

Take a moment for yourself. Breathe.

Special offerings this week:

- [Bark'n'Chat](#) | 5/3 | 9:00am – 3:00pm
- [Floral Designs Celebrating MOM!](#) | 5/7 | 11:45am – 12:45pm
- [First Friday](#) | 5/7 | 6:00pm – 9:00pm
- [Singles Social Network \(SSN\)](#) | 5/8 | 7:00pm – 8:00pm

Take advantage of our fitness classes:

- [Pilates](#) | 5/3 & 5/5 | 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!

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## ANNOUNCEMENTS

### End of Semester Reminders: Moving Graduated Students off Student Title Codes

*Sent on behalf of the Student Employment Office*

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 May 24, 2021. Additional information can be found in the attached PDF Memo.

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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](#)