



HR LIAISON NETWORK NEWS

November 2, 2020 | Share the following information within your departments as appropriate.

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PAYROLL REMINDERS

November 2:

- Monthly Pay Day
- #21-05 Current Timesheets, Workday BP Approvals, Lump Sum Payouts, PPRs & Time Off Requests due at 11:00am
- #21-05 Pay Calculation Results Report available at 12:00pm

November 3:

- #21-05 Pay Calculation Results Report refreshed at 10:00am
- #21-05 Timesheets Locked; only Timekeepers can update
- Run Timekeeper Reports

November 4:

- #21-05 BW Final Pay Calculation Results Report available at 2:00pm

November 6:

- #21-05 Biweekly Pay Day

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

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

HR Liaison Network Fall Meeting Presentations Online

The presentations from the HR Liaison Network Fall Meeting are now [available online](#). We want to express a sincere thank you to all of the presenters. In addition, we would like to thank all of the HR Liaisons who took time from their busy schedules to actively participate in the meeting last week.

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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. As a reminder, the report format changed based on feedback from multiple groups across the University to make it more meaningful, 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.

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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 before returning to campus (regular worksite):

- [2114130 : Protocol and Certification for System Member Employees](#)
- [2114131 : Safe Practices for Returning to the Office During the COVID-19 Pandemic](#)

These will be automatically assigned to new employees. Spanish versions are also available. 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

FY21 Biweekly Pay Schedule and FY21 Payroll Processing Calendars

The [FY21 Biweekly Pay Schedule](#) was recently updated; the updated version is dated 10.12.2020 in the lower right corner. Please make sure you are referencing the current version when reviewing upcoming deadlines with timekeepers, managers and staff. [Payroll Processing Calendars](#) for all months of FY21 are now available on Payroll Services website. Refer to the Payroll Processing Calendar Key for details of the various calendar items.

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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 next training will be Thursday, November 12, 2020 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 role or are a delegate who assists their HR Contact or Timekeeper. 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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EMPLOYEE WELLNESS

★Please share this article with employees in your department.

Flourish Events

The beginning of November means that we are only TWO months away from 2020. For that we are grateful.

Special offerings:

- [Carb Counting and Diabetes Management](#) | 11/3 | 11:30am – 12:30pm
- [Bark 'n' Chat](#) | 11/3 | 5:30pm – 7:00pm ***join us in-person***
- [Best Foot Forward with Airrosti](#) | 11/4 | 11:00am – 12:00pm
- [Estate Planning 101 by Wells Fargo](#) | 11/4 | 4:00pm – 5:00pm
- [First Friday](#) | 11/5 | 6:00pm – 9:00pm ***join us in-person***

Fitness Schedule*:

- [Pilates](#) | 11/2 & 11/4 | 11:45am – 12:30pm
- [Yoga](#) | 11/2 & 11/4 | 12:15pm – 1:00pm ***join us in-person at Rec Sports***

*View our entire [fall fitness schedule](#).

Download [our app](#) by searching "FlourishTAMU" in the App Store or Google Play, or access our [web app](#). Visit our 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 | 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](#)