



HR LIAISON NETWORK NEWS

November 9, 2020 | Share the following information within your departments as appropriate.

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PAYROLL REMINDERS

November 12:

- #21-06 **Retro** Timesheets and Workday Retro BP Approvals due at 5:00pm

November 16:

- #21-06 Current Timesheets, Workday BP Approvals, Lump Sum Payouts, PPRs & Time Off Requests due at 11:00am
- #21-06 Pay Calculation Results Report available at 12:00pm
- Monthly **Retro** Business Process Approvals due at 5:00pm

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

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

★ Please share this article with employees in your department.

Free Flu Vaccines – A&M Care Plan

Due to the overwhelming response to the October pop-up flu clinics, Texas A&M University has added additional clinics this month. Employees, retirees and dependents **covered by the A&M Care Plan** can get their free flu vaccine Friday, November 13 and 20 from 8:30 a.m. – 4:30 p.m. at CHI St. Joseph Health South College Station at 4411 Hwy 6, College Station. Visit the flu clinic [website](#) to schedule your appointment.

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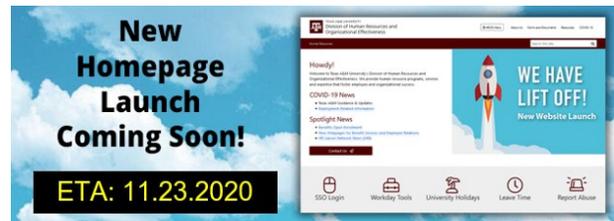
New Webpages for Talent Management

As you are aware, HROE is redesigning our website to better support you, our customers! We have launched changes in stages throughout this year. Today, after 5pm, we will update the [Talent Management](#) webpages.

Talent Management provides support and information for recruiting and selection, hiring, onboarding, performance management, Affirmative Action, and data analytics; all key elements to the success of any organization. If you have bookmarks or links to these Talent webpages or online files, you may need to relink them as many of the URL addresses will change.

The primary objectives of our newly redesigned site are focused on providing our customers with more resources, increased customer interactivity, streamlined menus, clear navigation, and a responsive layout. We hope you will find these improvements helpful. Visit our website at employees.tamu.edu and watch for further developments. If you have questions, email HR-feedback@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

Death of Active Employee

When you receive notification that an active employee has passed away, please email payrollprocessing@tamu.edu as soon as possible. In many cases, payroll payment cancellation and direct deposit reversal must be initiated by the department, especially if an employee deceases after the current biweekly or monthly business process approval deadline but before actual payday. The payment in process must be halted so final regular pay can be refigured and taxed correctly. Payroll can assist you in review of their final regular pay status and needed payouts. For more information please see [Death Benefits & Final Regular Pay](#) on our website.

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★Please share this article with employees in your department.

Sent on behalf of the Tax Compliance & Reporting office

Year-End: For year-end, employees should verify the following before the last payroll in December 2020:

- Verify and update, as needed, **Mailing Address** in Workday. As employees move throughout the year, updating mailing address can be easily overlooked. If not updated and W-2 paper election is selected, the employee's W-2 will be mailed to the wrong address where an unknown person will have access to the employee's SSN. Review the [Instructions for Workday Employee Address Entry](#).
- Verify and update, as needed, **Social Security Number (SSN)** in Workday. If a SSN is not listed or is incorrect on the W-2, the Social Security Administration will not post the employee's earnings to their social security account. It is VERY IMPORTANT for those with a SSN, to have it entered into Workday and verify it's entered correct.
- Verify and update, as needed, **W-2 Printing Election**. [Instructions for Workday to receive your W-2 electronically](#). We STRONGLY encourage selecting the electronic format which provides the advantages of:
 - Quicker access. Electronic W-2s are available as early as mid-January.
 - Increased security. Mail delivery allows access to your personal sensitive information.
 - Go green! Natural resources are saved by not printing and mailing W-2 forms.
 - There is a cost savings for each form not printed and mailed.

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EMPLOYEE WELLNESS

★Please share this article with employees in your department.

Flourish Events

The holiday season is getting closer and closer which also means the fall semester is ending even sooner. Join us this week for a closer look at shipwrecks, get your creative juices flowing with flowers, and get everything in place (at least seemingly so) before the relatives descend into your home.

Special offerings:

- [Holiday Floral Made Fun!](#) | 11/10 | 12:30pm – 1:30pm
- [Nautical Archaeology: What's That?](#) | 11/11 | 12:30pm – 1:30pm
- [Organizing for Everyone: Holiday Edition](#) | 11/12 | 1:00pm – 2:00pm

Support groups:

- [Kindred Spirits Fighting Cancer](#) | 11/13 | 11:00am – 12:00pm

Fitness Schedule*:

- [Party at the Barre | by Rec Sports](#) | 11/9 & 11/11 | 6:45am – 7:30am
- [Pilates](#) | 11/9 & 11/11 | 11:45am – 12:30pm
- [Yoga](#) | 11/9 & 11/11 | 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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ANNOUNCEMENTS

Sent on behalf of the Student Employment Office Scholarships & Financial Aid

End of the Semester Reminders for Workday HR Contacts & Managers

November 28th is the last day students graduating in December may be paid from work study funds (federal or state awarded). Student employees who will not be enrolled in Spring 2021 may not earn work study funds past their last date of enrollment in Fall 2020. In order to ensure this, pay period 7 is the last pay period in which a student may be paid from work study funds. Please read the attached memo for full details.

For questions, contact the Student Employment Office at workstudy@tamu.edu or call 979-845-0686.

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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](#)