



HR LIAISON NETWORK NEWS

November 16, 2020 | Share the following information within your departments as appropriate.

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PAYROLL REMINDERS

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

November 17:

- #21-06 Pay Calculation Results Report refreshed at 10:00am
- #21-06 Timesheets Locked; only Timekeepers can update
- Run Timekeeper Reports
- Monthly Pay Calculation Results Report available at 12:00pm

November 18:

- Monthly Pay Calculation Results Report refreshed at 10:00am
- #21-06 BW Final Pay Calculation Results Report available at 2:00pm

November 19:

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

November 20:

- #21-06 Biweekly Pay Day
- Monthly Pay Calculation Results Report refreshed at 10:00am
- Current Monthly BP Approvals due at 5:00pm

November 23:

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

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

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

[Updated Form - HR Liaison Designation Statement of Responsibility Form](#)

As a reminder, an HR Liaison Designation Statement of Responsibility Form should be submitted when an employee enters a role that requires any HR Liaison designation / Workday security role or when an employee vacates a position that holds an HR Liaison designation / Workday security role. This form was recently updated, so please [download the most current HR Liaison Designation Form here](#). Be sure the footer has the revised date of **11/03/2020**. If you have visited the form within a week, you may need to [clear your cache](#) or refresh your web browser to see the updated form.

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★Please share this article with employees in your department.

Free Flu Vaccines – A&M Care Plan

Employees, retirees and dependents **covered by the A&M Care Plan** can get their free flu vaccine at the final clinic coming up on Friday, November 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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Training Extended for New Guardian Interface

LawLogix will be launching a major update for the Guardian interface and E-Verify process in the coming weeks. The E-Verify update requires that all users submit cases to E-Verify. This means that users will be prompted to Approve I-9s and will have access to resolve Tentative Non-Compliance cases. We will be adjusting our settings to reflect these changes as well as our required training for Guardian users.

In preparation for the launch, all I-9 processors at Texas A&M University and Texas A&M Health have been assigned training in TrainTraQ to review the tutorials developed by LawLogix. The training will take about an hour and **must be completed by November 22, 2020**. **Failure to complete this training BEFORE the interface update will result in suspension of your Guardian access.**

Please reach out to UIN-I9@tamu.edu if you have any questions. HSC I-9 processors should email HSCHR@tamu.edu.

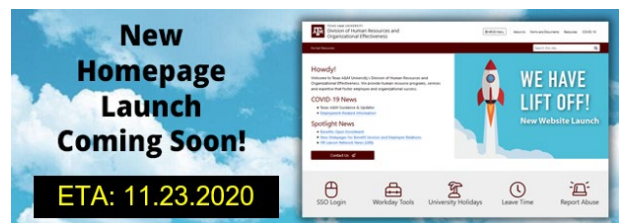
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Updated Webpages – HROE Homepage, HR Liaison Network, and Workday @ Texas A&M

We are reaching the finish line for the redesign of our HROE website! Our goal is to launch the final updated webpages next Monday, November 23 after 5pm. These webpages include the [HROE Homepage](#), [HR Liaison Network](#), [Workday @ Texas A&M](#)!

If you have bookmarks or links to these 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 have found these improvements helpful. Thank you for your patience throughout the duration of this project! 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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Please share with managers, timekeepers and approvers within your department.

#21-07 Biweekly Retro – Earlier Deadline

Due to the upcoming Thanksgiving Holidays, the #21-07 Biweekly Retro has an earlier deadline of Tuesday, November 24, 2020 at 5:00pm. Please make sure retro timesheet corrections between October 4th and November 14th are submitted and approved and any retro business processes effective prior to November 15th are fully completed by this deadline.

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★Please share this article with employees in your department.

Sent on behalf of the Tax Compliance & Reporting office

Notice: Before the Last Payroll in December 2020

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.

If you have questions regarding this information, please contact the Tax Compliance & Reporting office at tax@tamu.edu.

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EMPLOYEE WELLNESS

★Please share this article with employees in your department.

Flourish Events

Living Healthier with Diabetes Research Study

The [Texas A&M Center for Population Health and Aging](#) wants to better understand diabetes & healthcare. Eligible participants includes individuals with type 2 diabetes, an A1c $\geq 8\%$, ≥ 25 years old, access to smartphone/internet, must read/speak English, and reside in Texas. Call (979) 318-2696 to join!

Special offerings:

- [Blood Drive](#) | 11/17 | 9:00am – 3:00pm
- [Bark 'n' Chat](#) | 11/17 | 5:30pm – 7:00pm **join us in-person**
- [Managing Holiday Stress](#) | 11/18 | 9:30am – 10:30am

Support groups:

- [Infertility Connection](#) | 11/18 | 12:00pm – 1:00pm
- [Bariatric Buddies](#) | 11/19 | 5:00pm – 6:00pm

Fitness schedule*:

- [Pilates](#) | 11/16 & 11/18 | 11:45am – 12:30pm
- [Yoga](#) | 11/16 & 11/18 | 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

★ Please share this article with student employees in your department.

Employing Students in High Impact Work

The Student Employment Office is recruiting on-campus departments/employers to provide experiential learning opportunities to currently enrolled Aggies, including first-generation students, through internships and other high impact employment experiences. To learn more about employing students in high impact work and possible funding available, join our information sessions on the dates listed below.

- November 18 from 2:00 – 3:00 pm.
- December 3 from 2:00 – 3:00 pm.

[Register for the virtual session here.](#) Attached is an informational flyer which provides an introduction to the topics that will be discussed.

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★ Please share this article with grad student employees in your department.

Important Reminders About Graduate Student Employment

Attached are some important reminders regarding Graduate Student Employment. The document covers information regarding:

- Graduate Assistant (GA) Last Date of Employment in Final Terms and Termination Dates
- Employment outside of the US for Winter 2020 & Spring 2021
- Request to Work Additional Hours Reminder
- One-time Payments

Further questions can be directed to the Office of Graduate & Professional Studies: Graduate Employment at grad-employment@tamu.edu.

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★ Please share this article with employees in your department.

Introducing the NEW Code Maroon Mobile App!

The NEW Code Maroon Mobile App works for anyone, anywhere! Download the App now for safety in the palm of your hand -- no matter where you are.

Get peace of mind in 3 easy steps.

1. Download the @TAMUCodeMaroon App
<https://codemaroon.tamu.edu/MobileAppNotification.aspx>
2. Share the App with family and friends.
3. Feel safe - wherever you are!

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