



# HR LIAISON NETWORK NEWS

November 23, 2020 | Share the following information within your departments as appropriate.

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## PAYROLL REMINDERS

### November 23:

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

### November 24:

- Monthly Final Pay Calculation Results Report available at 2:00pm
- #21-07 Retro Timesheets and Workday Retro BP Approvals due at 5:00pm

### November 30:

- #21-07 Current Timesheets, Workday BP Approvals, Lump Sum Payouts, PPRs & Time Off Requests due at 11:00am
- #21-07 Pay Calculation Results Report available at 12:00pm

### December 1:

- Monthly Pay Day
- #21-07 Pay Calculation Results Report refreshed at 10:00am
- #21-07 Timesheets Locked; only Timekeepers can update
- Run Timekeeper Reports

### December 2:

- #21-07 BW Final Pay Calculation Results Report available at 2:00pm

### December 4:

- #21-07 Biweekly Pay Day

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

## HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

### HROE Webpages Launch Today

As a reminder, we plan to launch the final updated webpages today (after 5 pm) including the [HROE Homepage](#), [HR Liaison Network](#), and [Workday @ Texas A&M!](#)

Remember, 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.



We hope you find these website changes and updates helpful. Thank you for your patience throughout the duration of this project. A special thank you to the many HROE staff and our IT staff who worked many months to make this new site a reality. We are go for launch! If you have questions, email [HR-feedback@tamu.edu](mailto:HR-feedback@tamu.edu).

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★Please share this article with employees in your department.

### **Early Release for Upcoming Holidays**

With authorization from The Texas A&M University System, President Young has approved the early release of all non-essential personnel on:

- Wednesday, November 25, at noon and
- Tuesday, December 22, at noon.

If you are unsure of your status, please consult with your supervisor. Leave time previously authorized will be reinstated for leave-eligible employees. For additional information regarding early release time, visit the [Special Holidays & Early Release webpage](#).

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### **Workday Services Education – December Webinars**

Please join us for the following Workday Services webinars in December. The events are open to all, but content will focus on the security role listed within the webinar description.

#### ***December 1, 2020 – Job Overlap Period for Training Replacement Employee***

**Description:** During this session, we'll tell you why and how we are implementing Job Overlap Period functionality in Workday and providing best practice recommendations for its use. The solution promotes a system-wide standard approach and maximizes efficiency when an employee is terminating in the future and a replacement employee is brought on board early for training and knowledge sharing.

**Target Audience:** HR Partner, HR Contact, Payroll Partner, Benefits Partner, Budget Partner

**Presenter:** DeAnna White – Core HR

[Access webinar details on the Education Calendar located on Workday Help](#)

#### ***December 3, 2020 – Job Overlap Period for Training Replacement Employee***

**Description:** During this session, we'll tell you why and how we are implementing Job Overlap Period functionality in Workday and providing best practice recommendations for its use. The solution promotes a system-wide standard approach and maximizes efficiency when an employee is terminating in the future and a replacement employee is brought on board early for training and knowledge sharing.

**Target Audience:** HR Partner, HR Contact, Payroll Partner, Benefits Partner, Budget Partner

**Presenter:** DeAnna White – Core HR

[Access webinar details on the Education Calendar located on Workday Help](#)

#### ***December 9, 2020 – Performance Review Kickoff and Recent Updates***

**Description:** During this Session we will review the new performance review templates, the changes to the performance review process, updated security changes for talent partners and new report features.

**Target Audience:** Talent Partners, Talent Analyst, and Trainers. This Session is important for those that are launching their Annual Reviews between Dec 2020 and March 2020.

**Presenter:** James Ross – Performance and Goals

[Access webinar details on the Education Calendar located on Workday Help](#)

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★Please share this article with employees in your department.

### **Risk When Using Private Health Insurance for Work-related Injuries**

Workers' Compensation is a form of insurance specifically designed to provide reasonable and necessary medical benefits to employees who suffer injuries or occupational disease that occur while performing duties within the course and scope of their employment.

Using private health insurance for the treatment of a work-related incident has many risks.

- Private health insurance companies are not responsible for treatment of work-related injuries. Because workers' compensation insurance exists, many private health insurance companies will refuse payment for any treatment of a work-related incident.
- Due to private health insurance denial of payment for work-related incidents, some doctors may refuse to provide treatment when you are using your regular health insurance for an incident that occurred at work. In addition, when using private health insurance, employees are responsible for out-of-pocket expenses that include copays, deductibles, and any services that are not covered by their health care plan.

For more information about Workers' Compensation Information visit [the Workers' Comp website](#).

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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](mailto:OrgDev@tamu.edu).

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### Training for New Guardian Interface – Past Due as of 11/22/2020

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 should have been **completed by yesterday, November 22, 2020**. **Failure to complete this training BEFORE the interface update will result in suspension of Guardian access.**

Please reach out to [UIN-I9@tamu.edu](mailto:UIN-I9@tamu.edu) if you have any questions. HSC I-9 processors should email [HSCHR@tamu.edu](mailto:HSCHR@tamu.edu).

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## PAYROLL SERVICES

### #21-07 Biweekly Retro – Earlier Deadline

★Please share this article with *managers, timekeepers and approvers within your department*.

Due to the upcoming Thanksgiving Holiday, 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 4<sup>th</sup> and November 14<sup>th</sup> are submitted and approved and any retro business processes effective prior to November 15<sup>th</sup> are fully completed by this deadline.

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### Paid Holiday / Early Release Not on Timesheet

In order to get the time blocks to create for early release, paid holidays, and inclement weather events, the calculations need to run on the time sheet. These calculations run automatically when employees enter/update time. If an employee does not have worked time to enter or update (paid time off, holidays all week) or they entered all time prior to the event being added to the calendar, they should Run Calculations on their time sheet. You can find the option to "Run Calculations" in the Enter Time menu at the bottom left of the employee's time sheet. The time sheet needs to be submitted and approved for the time to pay.

Alternatively, Timekeepers can choose to run calculations for everyone or groups of individuals.

Run Time Calculations for a Date Range:

1. Search for Run Time Calculations for a Date Range report.
2. Select the workers for whom you'd like to run calculations.
3. Enter Run Frequency [Run Now].
4. Enter a Request Name.
5. Select a Start Date and End Date to define the date range for calculations.
6. Click OK to run process.

See [Holiday Time Off, Early Release and Timesheets](#) on Payroll Services website for more information.

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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.

### **January 4, 2021 Payment Date for Monthly and Biweekly Payroll**

Due to the Winter Break, Payroll Services will not be able to mail paper checks associated with the monthly and biweekly payment date of January 4, 2021 until January 4, 2021. We strongly encourage employees to sign up for direct deposit to prevent any delays in receiving their pay associated with the January 4, 2021 payment date.

Here are detailed instructions on how to enroll in direct deposit from your home screen within Workday:

1. Click the Pay Application
2. Select Payment Elections
3. Click Add
4. In the Account Information section add the following:
  - a. Account Nickname. Workday Services recommends you use this to distinguish between accounts
  - b. Routing Transit Number. This is a 9 digit number found on a check, deposit slip or in your banking information online
  - c. Bank Name. This is the name of your Bank (e.g. Bank of America)
  - d. Account Type. Select Checking or Savings
  - e. Account Number. The is located on a check, deposit slip or in your banking information online
5. Click OK

The bank account now appears in the Accounts section and is automatically linked to your direct deposit under the Payment Elections section.

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## **EMPLOYEE WELLNESS**

### **Flourish Events**

To keep this plain and simple, we are thankful for YOU! We hope you enjoy your four-and-a-half days weekend.

Visit our social media on [Facebook](#), [Twitter](#), and [Instagram](#) for contests, connecting with one another, and for the winter interim fitness schedule coming soon.

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## **ANNOUNCEMENTS**

★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](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](#)