



HR LIAISON NETWORK NEWS

November 30, 2020 | Share the following information within your departments as appropriate.

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PAYROLL REMINDERS

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

December 7:

- #21-08 **Retro** Timesheets and Workday Retro BP Approvals due at 5:00pm

[Payroll Processing Calendar Key](#)
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HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

Update on Years of Service Pins

Thank you to those who helped verify employees who reached 20, 25, 30, 35, 40, 45, 50, and even 55 years of service in 2020. Pins are being shipped to us from the manufacturer next week following a short delay. We will reach out to department contacts to coordinate a pick-up process as soon as we have examined, sorted, and packaged the pins. Our goal is to have all the pins ready by January 7. If you need your department's pins before January 7, please email Nikki Cavender at ncavender@tamu.edu. Thank you for your patience in this process.

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Edit Other IDs – Background Check, Selective Service, Mail Stop

The allowed values for the **Background Check**, **Selective Service** and **Mail Stop Custom IDs** are specified in the *To Do: Record Background Check, Selective Service and Mail Stop* that triggers to the HR Contact as part of the Hire business process. However, some users are entering invalid data in the Identification # field, and in some cases, the invalid data has caused downstream integration errors.

Workday Services will implement validations on December 3rd that will restrict invalid data entry in the [Identification #](#) field for the Custom IDs in the Edit Other IDs business process.

Valid Values for the following **Custom IDs** effective December 3, 2020:

- **Background Check** = Y
- **Selective Service** = **Exempt; Not Required**; or **Registered**
- **Mail Stop** = **1-4 characters** (preference is the 4 digit mail stop number)

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Reminder: Student Status Positions and Placement in a Temporary/Casual Position

If certain criteria are met, workers in a student status (graduate or undergraduate) may be placed in a temporary/casual position without [posting](#). All of the following components must be met:

- The student employee can no longer be employed in a student title due to graduation or other circumstances that prevent a student title from continuing to be used, **and**
- The employing department has a business need to continue the former student's employment in the same capacity without a break in service, **and**
- The employment is in a temporary/casual position not to exceed duration of 4.5 months, usually within the same fiscal year.

Departments do not need to create or transfer to a Program Aide position. Instead, this request may be processed using **Change Job** and selecting *Data Change – Position Title Change* for the reason. The Job Profile will need to be updated to Program Aide, and the Worker Sub-Type will need to change to Temporary/Casual. Departments should update the annual work period to cover the appropriate time period worked. Workday will require that the department indicate an end date on which the temporary employment will end. In these instances, a Criminal Background Check is not required. For further information regarding temporary/casual positions, please reference the [Temporary/Casual Position Guidelines](#) on the HR website.

Special Note: Students who graduated in August 2020 and were placed in a temporary/casual position without posting the position are currently approaching the 4.5 months duration for that extended employment into the month of December. If you still have former students in temporary/casual positions, please take appropriate action so that the duration does not exceed 4.5 months.

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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

★Please share this article with your managers, employees, timekeepers and business process approvers.

Upcoming Payroll Deadlines & Estimated Hours

There are numerous days ahead with early & multiple payroll deadlines. Please see the partial list under "Payroll Reminders" at the top of this newsletter; refer to the [December 2020 calendar](#) on the Payroll website for the full schedule. Benefit eligible biweekly paid employees without sufficient accrued time should not be allowed to estimate time. It is advised that non-benefit eligible employees such as students, GANTS, and temp/casual employees not be allowed to estimate time. Missed hours and other timesheet corrections can be added to a timesheet up to three prior pay periods and resubmitted to the manager for approval and payment at a later date. Please notify your employees, managers and timekeepers of the earlier deadlines and plan

accordingly. **Note:** Timesheets and business processes approved after deadlines will pay on the employees next regularly scheduled payday, starting with the January 15th biweekly payday.

- **Biweekly Pay Periods #21-08 and #21-09 & Monthly Retro– Early Deadlines**

Due to the upcoming Winter Break Holidays, the biweekly pay period #21-08 **Retro** Timesheets & Business Process approvals have an earlier deadline of Monday, December 7th at 5:00pm. The Monthly **Retro** Business Process approvals have an earlier deadline of Wednesday, December 9th at 5:00pm. The biweekly pay period #21-09 **Retro** Timesheets & Business Process approvals have an earlier deadline of Tuesday, December 15th at 5:00pm.

- **Biweekly Pay Period #21-08 & #21-09 Current Timesheets – Accelerated Schedule & Estimated Hours**

With the upcoming Winter Break approaching, biweekly pay period #21-08 & #21-09 require early submission of timesheets to meet deadlines. Current timesheets for biweekly pay period #21-08 are due December 9th at 11:00am but the pay period doesn't end until December 12th which means estimated time, payday will be December 18th. Current timesheets for biweekly pay period #21-09 are due December 17th at 11:00am but the pay period doesn't end until December 26th which means estimated time, payday will be January 4th.

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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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EMPLOYEE WELLNESS

★Please share this article with employees in your department.

Flourish Events

There's only **22 days left** until winter break...but who's counting? Get one step closer to leaving this year in the rearview mirror each day by joining us for Stepping Out of 2020. It's our last [FitBit Step Challenge](#) of the year and it starts today.

Even though Flourish programs are on hiatus as we ramp up for the spring, check out our [winter interim fitness schedule](#).

Coming February 2021 – upgraded website and 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

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