



# HR LIAISON NETWORK NEWS

October 12, 2020 | Share the following information within your departments as appropriate.

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## PAYROLL REMINDERS

### October 15:

- #21-04 **Retro** Timesheets and Workday Retro BP Approvals due at 5:00pm

### October 19:

- #21-04 Current Timesheets, Workday BP Approvals, Lump Sum Payouts, PPRs & Time Off Requests due at 11:00am
- #21-04 Pay Calculation Results Report available at 12:00pm
- NEW DEADLINE Monthly Retro Business Process Approvals due at 5:00pm

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

★ Please share this article with employees in your department.

### Flu Vaccine Clinics Happening in October

Texas A&M University and CHI St. Joseph Health have three flu vaccine clinics left in October. All Texas A&M University faculty, staff, retirees, and dependents covered under the Texas A&M Care plan with Blue Cross and Blue Shield of Texas are eligible to receive free flu vaccines. **Remember, you must [register and make an appointment](#).**

### What do you need to bring to the flu clinic?

- Completed and printed [flu vaccine consent form](#)
- Mask (required)
- Insurance card
- Photo ID

[For the full schedule, visit the flu clinic website.](#)

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### Guardian Upgrades and Training Assignments

LawLogix will launch a major update for the Guardian interface and E-Verify process in early November 2020. 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. This training will take about an hour and it must be completed by November 15, 2020. Please reach out to [UIN-I9@tamu.edu](mailto:UIN-I9@tamu.edu) if you have any questions. Texas A&M Health I-9 processors should email [HSCHR@tamu.edu](mailto:HSCHR@tamu.edu).

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### Registration Open – Virtual HR Liaison Network Fall Meeting (Virtual)

Registration for the HR Liaison Network Fall Meeting (virtual) is now open. Please register for only one session (morning and afternoon sessions will be identical). The agenda and additional meeting information will be provided in the coming weeks. **We encourage you to wear Pink to the virtual meeting in support of Breast Cancer Awareness month.** We look forward to seeing you at the virtual meeting! One session will be recorded to accommodate our Qatar campus HR Liaisons.



- **Date: October 27, 2020**
- **Location: Zoom Meeting (details provided when you register)**
  - Morning Session: 9:00am-11:30am [Register](#)
  - Afternoon Session: 1:00pm-3:30pm [Register](#)

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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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### Hire, Retain, and Advance People with Disabilities

Every day, people with disabilities can and do add value to America's workplaces. However, in both good economic times and bad, people with disabilities have far fewer job opportunities than the general population. Inspired to change these realities, the Campaign for Disability Employment aims to promote the hiring, retention and advancement of people with disabilities and dispel negative stereotypes about disability and employment. When we are inclusive of people with disabilities – in recruitment, retention, and advancement – we benefit from a wider pool of talent, skills, and creative business solutions. October is Disability Employment Awareness month and Texas A&M Human Resources asks that you join us and learn more about what you and your department can do to support these efforts. Visit [employees.tamu.edu/managers/disability-campaign](http://employees.tamu.edu/managers/disability-campaign) and use the tools and resources.



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## PAYROLL SERVICES

### Changes to October Monthly Pay Schedule & October Payroll Processing Calendar

Workday Support has moved the start of October Monthly Payroll Processing to later in the month. This means our [monthly pay schedule](#) and [October 2020 calendar](#) have changed. Please note the following new dates and deadlines:

1. Monthly Retro BP Approvals due at 5pm deadline has moved to October 19<sup>th</sup>
2. The initial Monthly Pay Calculation Results Report Available at Noon has moved to October 20<sup>th</sup>
3. The Monthly Pay Calculation Results Report refreshed at 10am has been added to October 23<sup>rd</sup> & October 26<sup>th</sup>.
4. Monthly PPRs Due at 11am deadline has moved to October 22<sup>nd</sup>
5. Current Monthly BP approvals Due at 5pm deadline has moved to October 23<sup>rd</sup>
6. Monthly Final Pay Calculation Results Report available at 2pm has moved to October 27<sup>th</sup>

Please visit the [website](#) to view and/or print the updated FY21 Monthly Schedule and October 2020 Calendar and distribute as needed.

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## EMPLOYEE WELLNESS

★Please share this article with employees in your department.

### Flourish Events

Ease the pain from sitting at a desk all day. Get up and moving to a cult classic. Spend some time outside. Get closer to your financial goals.

### Special offerings:

- [Back Pain & Spine Surgery Prevention | by Airrosti](#) | 10/13 | 11:00am – 12:00pm
- [Jazzy Thriller | Adult Dance](#) | 10/13 & 10/15 | 12:00pm – 12:30pm
- [Adding Off-Season Color to Landscape](#) | 10/13 | 12:30pm – 1:30pm
- [Home Buying 101](#) | 10/14 | 12:00pm – 1:00pm
- [Game Night](#) | 10/15 | 7:00pm – 8:30pm

### Fitness Schedule\*:

- [Pilates](#) | 10/12 & 10/14 | 11:45am – 12:30pm
- [Yoga](#) | 10/12 & 10/14 | 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 employees in your department.

### Notices Regarding Taxes

Send on behalf of the Tax Compliance & Reporting office.

### State Income Tax: Employees should update addresses after termination.

- For employees terminating, addresses will need to be updated after their final payment from the University. Updating the address before the final payment could result in State Tax being deducted from the final payment. If the address is updated before termination, employees should complete the [State Income Tax Verification form](#) and choose under Residency Certification - *No, an out-of-state residence is listed for me because I am/will be moving to that residence due to my TAMU employment ending on \_\_\_\_\_ or going on LWOP effective \_\_\_\_\_ (Enter the dates associated with each option). By selecting this option I am certifying that I will not be working for TAMU while residing out-of-state.*

### 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.

### Applying for and Receiving an SSN under COVID (International Employees)

- Tax Compliance and Reporting is reminding departments that many of their 2020 hires have not yet received or possibly even applied for their social security number. We are aware that SSA Bryan is still requiring appointments to come in and apply, please keep up with your 2020 hires and make sure that they continue to get their SSN. We are sending reminders via the GLACIER Online Tax Compliance software. Those emails can be easily overlooked; therefore, you are needed to be a reminder for getting the SSN. We would also ask that you remind them that GLACIER needs to be updated once the SSN is received and that the department can send the document packet via campus mail to MS 6003.

If you have questions regarding this information, please contact the Tax Compliance & Reporting office at [tax@tamu.edu](mailto:tax@tamu.edu).

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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](#)