Ā&M HR LIAISON NETWORK NEWS

October 19, 2020 | Share the following information within your departments as appropriate.

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

Hiring Authorization/Additional Job (Non-Faculty Positions)
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★**Final Flu Vaccine Clinics On Campus Wednesday**
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Workday Services Education – October & November Webinars
COVID-19 Return to Campus Courses
Good Workplace Practices for People with Disabilities Benefit Everyone

PAYROLL SERVICES

Changes to October Monthly Pay Schedule & October Payroll Processing Calendar
UPDATE: Vacation Time-Off Payments
Retro Timesheet Correction Notes

EMPLOYEE WELLNESS

★**Flourish Events**

TEXAS A&M COVID-19 CAMPUS GUIDANCE   *HROE COVID-19 UPDATES FOR EMPLOYEES*

PAYROLL REMINDERS

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

October 20:
- #21-04 Pay Calculation Results Report refreshed at 10:00am
- #21-04 Timesheets Locked; only Timekeepers can update
- Run Timekeeper Reports
- Monthly Pay Calculation Results Report available at 12:00pm

October 21:
- Monthly Pay Calculation Results Report refreshed at 10:00am
- #21-04 BW Final Pay Calculation Results Report available at 2:00pm

October 22:
- Monthly Pay Calculation Results Report refreshed at 10:00am
- Monthly PPRs & Lump Sum Payouts due at 11:00am

October 23:
- #21-04 Biweekly Pay Day
- Monthly Pay Calculation Results Report refreshed at 10:00am
- Current Monthly BP Approvals due at 5:00pm

October 26:
- Monthly Pay Calculation Results Report refreshed at 10:00am

Payroll Processing Calendar Key
Processing Schedules
Workday Tools

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

Hiring Authorization/Additional Job (Non-Faculty Positions)
As a reminder, Standard Administrative Policy 33.99.01.M0.01, Recruiting and Selection of Non-Faculty Positions, provides guidance for consistent recruiting and selection procedures that ensure equal employment opportunity for all applicants for budgeted and temporary/casual positions. Section 1.1, states "*Job Requisitions will be created in Workday for all budgeted and temporary/casual positions, with the exception of faculty-equivalent research positions noted in Section 1.2*". In addition, on March 26, 2020 President Young announced a new hiring authorization process requiring his approval for all recruiting, selection and hiring activities for the foreseeable future for staff and temp/casual positions.

If you plan to hire a Texas A&M University System Member employee for work that is performed outside of their primary department, you are **required** to follow the hiring authorization process and adhere to the guidelines stated above for creating a Job Requisition. One exception to this is when the staff member is taking on an additional temporary/casual position in the same department. Otherwise, all jobs must be posted. If the employee is taking on a graduate or student position, please consult with the Office of Graduate and Professional Studies (graduate positions) or the Student Employment Office (student positions).

Additional work may be considered dual employment. If the additional work is considered non-exempt, the employee needs to record, track, and report all hours worked in accordance with System Regulation 31.01.02, Fair Labor Standards. The appropriate Human Resources office will determine if total hours worked in all roles should be combined and calculated towards overtime. As a reminder, a One-Time Payment cannot be processed for hours worked, which also includes graduate and student positions.

For resources on the Fair Labor Standards Act (FLSA) and overtime, please reference the FLSA FAQ's and Dual Employment FAQ's. For additional job questions, please contact Classification and Compensation at 979.845.4170 or hrcomp@tamu.edu, or hschr@tamu.edu for Health Science Center departments. For job requisition questions, please contact Recruitment and Workforce Planning at 979.845.5154 or jobs@tamu.edu, or hschr@tamu.edu for Health Science Center departments.
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★Please share this article with employees in your department.
Voting Leave Includes Time Off for Early Voting
Eligible employees are entitled to take paid time off to vote in state or national elections, including early voting, with supervisory approval. Eligible employees may use this time off in those instances where they are not able to vote before or after their scheduled work shift. Voting leave is one of the categories in Workday for Leave of Absence with Pay. See online information. Questions on voting leave should be submitted to benefits@tamu.edu or hschr@tamu.edu.
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★Please share this article with employees in your department.
Final Flu Vaccine Clinic On Campus Wednesday
If you haven't gotten your flu vaccine yet, you still have time! Texas A&M University is encouraging everyone to take advantage of the last clinic for employees, retirees and dependents covered by the A&M Care Plan. Visit the flu vaccine clinic website and schedule your appointment for the clinic!

Texas A&M Fan Field Parking Lot (parking lot on Research Parkway near Research Park)
Wednesday, October 21 at 10 a.m. to 5 p.m.

What do you need to bring to the flu clinic?
o   Completed and printed flu vaccine consent form
o   Mask (required)
o   Insurance card
o   Photo ID

For the full schedule, visit the flu clinic website.
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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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Workday Services Education – October & November Webinars
Please join us for the following Workday Services webinars in October and November. The events are open to all, but content will focus on the security role listed within the webinar description.

October 21, 2020 – Monitoring Business Processes
Description: Detailed overview about business process definitions and framework with an insight on how to track and get answers to specific scenarios during your day-to-day activities in Workday using new Prism Dashboards.
Target Audience: HR Partner, HR Contact, Payroll Partner, Compensation Partner
Presenter: Sri Kamarthi – Compensation and Candice Sutterfield – Reporting and Analytics
Access webinar details on the Education Calendar located on Workday Help

October 28, 2020 – Costing Allocations
Description: A comprehensive insight into costing allocaitons starting from the basics and covering sub-process, approvals, auditing reports, and specific scenarios with examples.
Target Audience: HR Partner, Payroll Partner, HR Contact, Compensation Partner
Presenter: Sri Kamarthi – Compensation and Nancy Hamilton - Payroll
Access webinar details on the Education Calendar located on Workday Help

November 4, 2020 – Changing, Transferring, Promoting an Employee
Description: During this webinar, you'll get an overview of the Change Job and Move Workers business processes, with best practices for editing details of the employee's current job, transferring the employee to a different job, giving a promotion or simply moving the worker to a new boss. These processes are used for all worker types: Faculty, Staff, Graduate Assistant, Student Worker and Temporary/Casual.
Target Audience: HR Partner, HR Contact, Faculty Partner, Graduate Studies Partner, Payroll Partner, Benefits Partner
Presenter: DeAnna White & Pamela Gentry – Core HR
Access webinar details on the Education Calendar located on Workday Help

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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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Good Workplace Practices for People with Disabilities Benefit Everyone
Work environments that are flexible and open to the talents of all qualified individuals, including those with disabilities, actually promote workplace success for everyone. At Texas A&M, we believe that good workplace practices for people with disabilities benefit everyone and make good business sense. October is Disability Employment Awareness month and Texas A&M Human Resources proudly supports the Campaign for Disability Employment, a collaborative effort to promote positive employment outcomes for people with disabilities. Visit the campaign's employer page to learn how your department can capitalize on the talents of people with disabilities and access resources to assist in recruiting, retaining and advancing skilled, qualified employees. *"Increasing Access and Opportunity"* is not only the theme for the 2020 National Disability Employment Awareness month, it is our goal! Visit employees.tamu.edu/managers/disability-campaign on the HR website for details.
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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 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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UPDATE: Vacation Time-Off Payments
Upon further review at the System level, it has been determined that the correct method to calculate hourly rate of pay for Monthly paid employees will be by multiplying their monthly salary, at last accrual, by 12 then divide by 2080. For both monthly & biweekly, allowances and recurring emoluments are not "in lieu of" base pay and therefore should not be included.
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Retro Timesheet Correction Notes
- If an employee makes negative and/or positive corrections to a prior timesheet (retroactive correction) and the manager or timekeeper does not approve the timesheet by the retro deadline, the retro process will take the adjustments from the current pay period not the prior period, which will result in your employee receiving less pay than they expected.
- If the hours on an employee's timesheet have already been paid out and then are removed in error, the hours or equivalent time off should be re-entered and submitted back to the manager. The HR Contact or Timekeeper should immediately notify Payroll Services, so we can take corrective action to prevent either recoupment from or overpayment in the current period.
- Retro and Current timesheet and business process deadlines are listed on all Payroll Processing Calendars.

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EMPLOYEE WELLNESS

★Please share this article with employees in your department.
Flourish Events
You deserve to have fun. We have some programs to help give you that break.

Special offerings:
- Jazzy Thriller | Adult Dance | 10/20 & 10/22 |12:00pm – 12:30pm
- Trees Tuesday | 10/20 | 12:00pm – 1:00pm
- Awakening the Passion in Your Life | 10/21 | 9:30am – 10:30am
- Volunteer with BUILD | 10/22 | 5:30pm – 7:30pm
- Brazos Valley WorldfFest Meet-up | 10/24 | 10:00am – 12:00pm   ***join us in-person***

Support Groups:
- Infertility Connection | 10/21 | 12:00pm – 1:00pm
- Bariatric Buddies | 10/22 | 11:00am – 12:00pm

Fitness Schedule*:
- Pilates | 10/19 & 10/21 | 11:45am – 12:30pm

- Yoga | 10/19 & 10/21 | 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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Ā̱M 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