



# HR LIAISON NETWORK NEWS

October 26, 2020 | Share the following information within your departments as appropriate.

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## PAYROLL REMINDERS

### October 26:

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

### October 27:

- Monthly Final Pay Calculation Results Report available at 2:00pm

### October 29:

- #21-05 **Retro** Timesheets and Workday Retro BP Approvals due at 5:00pm

### November 2:

- Monthly Pay Day
- #21-05 Current Timesheets, Workday BP Approvals, Lump Sum Payouts, PPRs & Time Off Requests due at 11:00am
- #21-05 Pay Calculation Results Report available at 12:00pm

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

### LAST Day to Register – HR Liaison Network Fall Meeting (Virtual)

Registration for the HR Liaison Network Fall Meeting (virtual) ends today at 5:00pm. Please register for only one session (morning and afternoon sessions will be identical). **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](#)
- [Meeting Agenda](#)

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★ Please share this article with employees in your department.

### COVID-19: New CDC Definition of Close Contact

The [Guide for Sick/Exposed Campus Members](#) has been updated to include the [updated definition of a close contact](#) as it relates to COVID-19 exposure (*CDC revisions made on October 21, 2020*). A summary of the updated definition is below.



A close contact is someone who was within 6 feet of an infected person for a **cumulative total** of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.

For additional information regarding COVID-19 testing/reporting, visit the [University's COVID-19 website](#). If you have any questions regarding the reporting process, contact [COVID19Process@tamu.edu](mailto:COVID19Process@tamu.edu).

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### Performance Management - Employee Goals

Now is a good time to ensure employee goals have been put into Workday for the current Performance Review Period (4/1/2020 – 3/31/2021). Goals entered by employees must be approved by their manager. Goals input by the manager do not require additional approvals. HR Liaisons should facilitate the goal setting process with the organizations they support. Two new reports are available in Workday to help with monitoring goals:

1. Employee Goals Pending Approval – returns all goals for employees waiting for manager approval in the Talent Analyst's area(s) of organizational responsibility.
2. Employee Goals by Organization – returns all goals for employees (except those pending approval) in the Talent Analyst's area(s) of organizational responsibility.

Please visit the [Performance Management](#) webpage for an overview of the process, timeline, Workday job guides, and other resources. There are also courses including best practices for employees and supervisors, delivered via Zoom. Check out the [delivery schedule](#) to view course descriptions and enroll in a session. Please email questions to [HRevaluations@tamu.edu](mailto:HRevaluations@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](mailto:OrgDev@tamu.edu).

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### Fostering a Work Culture Welcoming ALL People

As National Disability Employment Awareness Month comes to a close, HROE reminds everyone that fostering a work culture welcoming of the talents of all individuals, including people with disabilities, promotes workplace success for everyone -- every day. At work, it's what people CAN do that matters. Focus on abilities, not disabilities!

Remember, employees with disabilities:

- Have talent.
- Help businesses gain a competitive edge through innovative thinking.
- Mirror an important and increasingly expanding customer base.
- Are experienced problem solvers with a proven ability to adapt.
- Value and want to work!

We encourage you to promote the hiring, retention and advancement of people with disabilities and dispel negative stereotypes about disability and employment, and remember this year's theme, "*Increasing Access and Opportunity*." More at [www.whatcanyoudocampaign.org](http://www.whatcanyoudocampaign.org). The site offers [posters your department can use](#) to show your support for the campaign. They are not dated so you may leave them posted throughout the year. [Learn more on the HROE website](#).

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## PAYROLL SERVICES

## FY21 Biweekly Pay Schedule and FY21 Payroll Processing Calendars

The [FY21 Biweekly Pay Schedule](#) was recently updated; the updated version is dated 10.12.2020 in the lower right corner. Please make sure you are referencing the current version when reviewing upcoming deadlines with timekeepers, managers and staff. [Payroll Processing Calendars](#) for all months of FY21 are now available on Payroll Services website. Refer to the Payroll Processing Calendar Key for details of the various calendar items.

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## EMPLOYEE WELLNESS

★ Please share this article with employees in your department.

### Flourish Events

Each day, we get one step closer to the end of 2020. Make those steps count and join our [FitBit step challenge](#) starting on Mon., Nov. 30<sup>th</sup> and claim 1 of 500 [subsidized devices](#) while supplies last.

### Special offerings:

- [Blood Drive](#) | 10/27 | 9:00am – 3:00pm **\*join us in-person\***
- [Together We Flourish: Inspiration and Action to Finish 2020 Strong](#) | 10/28 | 12:00pm – 1:30pm
- [Cycle on the Green](#) | 10/28 | 5:45pm – 6:30pm **\*join us in-person\***
- [Business After Hours](#) | 10/22 | 5:30pm – 7:00pm **\*join us in-person\***

### 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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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](#)