



HR LIAISON NETWORK NEWS

April 13, 2020 | Share the following information within your departments as appropriate.

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PAYROLL REMINDERS

April 15:

- Monthly **Retro** Business Process Approvals due at 5:00pm

April 16:

- Monthly Pay Calculation Results Report available at 12:00pm
- #20-17 **Retro** Timesheets and Workday Retro BP Approvals due at 5:00pm

April 17:

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

April 20:

- Monthly Pay Calculation Results Report refreshed at 10:00am
- Monthly PPRs & Lump Sum Payouts due at 11:00am
- #20-17 Current Timesheets, Workday BP Approvals, Lump Sum Payouts & PPRs due at 11:00am
- #20-17 Pay Calculation Results Report available at 12:00pm

April 21:

- Monthly Pay Calculation Results Report refreshed at 10:00am
- #20-17 Pay Calculation Results Report refreshed at 10:00am
- #20-17 Timesheets Locked; only Timekeepers can update
- Run Timekeeper Reports
- Current Monthly BP Approvals due at 5:00pm

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

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

Annual Performance Review

The annual Performance Review process for staff (non-faculty) employees at Texas A&M, including the Health Science Center (HSC), began April 1, 2020 for the review period 4/1/2019 through 3/31/2020.

Reminders:

- Ensure all managers and staff check their [Workday](#) Inbox for items to complete.
- The recommended date for employees to complete their self-evaluation is Friday, April 24th. Visit the [Performance Review Process](#) webpage for an overview of the process, timeline, Workday job guides, and other resources.
- Courses are available to support employees, managers, and HR Liaisons through the process, including Workday demonstrations and best practices for employees and supervisors, delivered via Zoom. Check out the [delivery schedule](#) (using Chrome or Firefox browsers), then scroll to and click Performance Management to enroll in a session.

Please note the following information related to recent questions received:

- If employees submit the self-evaluation and need to make edits, the managers have the ability to send it back to the employee. Please review the instructions for [Sending Back Evaluations to Employees](#).
- Goals attached to performance reviews cannot be edited. Old goals can be archived. Please review these job guides to manage goals: [Employee Guide to Archive Goals](#) and [Employee Guide To Add Goals After Launch](#). If the goals have been attached to the review in error, please contact HRevaluations@tamu.edu.

Please email any performance review questions to HRevaluations@tamu.edu.

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Message to Applicants

Communication is vital during this time to give assurance in an unsure world. Many of you have worked hard to get the right positions and the right people lined up to fill your job vacancies. In previous guidance, we recommended that you reach out to your applicants to let them know the status of the position and the hiring efforts currently taking place at TAMU. To help with that effort, Talent Management will be sending the message below to applicants who have applied since January 1, 2020 to selected posted job requisitions.

We appreciate your interest in employment with Texas A&M University. Currently, due to limitations caused by COVID-19, recruitment is being reviewed on a case by case basis to comply with social distancing and stay-at-home restrictions. We thank you for your interest in this position and you will be updated on your status as soon as possible.

Please continue to monitor the Texas A&M University external career site at jobs.tamu.edu for positions accepting applications.

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Additional Options for Completing Form I-9

New employees to TAMU either as a new hire or a transfer from another System member still require the completion of Section 2 of Form I-9. Originals of new employee documents must still be presented and inspected in person. Webcam inspection of documents is not permitted.

Various options are available to assist HR Liaisons in completing Form I-9, including utilizing an authorized third party to verify documents and complete Section 2. Please see our [website](#) for all options available to complete Form I-9.

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Expired Documents & Form I-9

Many states across the US are closing their Department of Motor Vehicles (DMV) branch offices to the public in order to limit the spread of the coronavirus (COVID-19). As a result, individuals may be unable to apply for a new driver's license or state ID, particularly when an in-person visit is required.

If the employee's state ID or driver's license expired on or after March 1, 2020, and the document expiration date has been extended by their state due to COVID-19, then it is acceptable as a List B document for Form I-9. The Section 2 expiration date should be the actual expiration date printed on the employee's document and not an auto-extension date. You can confirm that their state has auto-extended the expiration date of state IDs and drivers licenses by checking the state Motor Vehicle Administration or DMV website.

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Special Long-Term Care Enrollment Deadline Extended to May 4

Watch the video "[Own Your Future Texas](#)" to learn more about why the Long-Term Care benefit may be important to you and your family. Think about the changes you would have to make if you or someone in your life were in an accident or diagnosed with a debilitating illness. Who would provide care? Who would pay for it? This last question is especially significant when we realize that the average cost to provide care is \$4,000 a month – which can leave your savings at risk. You can also learn more about how securing Long-Term Care (LTC) coverage can protect your assets by viewing a recorded webinar: [click here for recorded webinar](#). Visit www.LTC-TAMU.com or call 877-743-7186 to learn more.

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HR Liaison Trainings via Zoom during April

The remaining HR Liaison trainings available during the month of April are being offered via Zoom. Registration is still required through TrainTraQ. Zoom details will be sent out to registrants prior to the scheduled training. Below is a list of the available trainings left in April.

- 4/21 Fostering Respect in a Diverse Workplace – [Register](#)
- 4/21 Position Descriptions and Hiring Procedures - [Register](#)
- 4/22 Form I-9 and Guardian - [Register](#)
- 4/23 Xref Training - [Register](#)
- 4/28 Paying Employees in Workday - [Register](#)
- 4/28 Form I-9 and Guardian - [Register](#)
- 4/30 Leave Policies and Procedures - [Register](#)

If you have any questions, please contact hrnetwork@tamu.edu.

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Hiring Authorization Process

On March 26, 2020, President Young announced a new hiring authorization process requiring his approval for all recruiting, selection, and hiring activities for Texas A&M University, including the Qatar and Galveston branch campuses, and the Health Science Center. Information regarding this process can be found by accessing the links below. Please Note: The Hiring Authorization process does not apply to Student Workers, Graduate Assistants, or 100% grant-funded position. To expedite processing for a 100% grant-funded position, please include appropriate identifying information on all requests.

- [Non-Faculty Hiring Authorization Request Instructions and Form](#)
- [Frequently Asked Questions](#) (FAQs)
 - Questions not addressed in the FAQs may be emailed to jobs@tamu.edu for TAMU or hschr@tamu.edu for Health Science Center departments.

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Employment-Related Information Concerning the Coronavirus (COVID-19)

We are continuously updating our [employment-related FAQs](#) as new or different information is made available to HROE. It is vital that HR Liaisons consult these FAQs frequently to ensure that they are providing the most up-to-date information to their customers.

FAQ Topics:

- [Families First Coronavirus Response Act \(FFCRA\) – Updates coming this week!](#)
- [Brazos County Shelter in Place Orders](#)
- [Standard Protocols For Faculty, Staff Concerning the Coronavirus](#)
- [Telecommuting & Alternative Work Location](#)
- [Faculty and Staff Employees Who Traveled to High Risk Countries](#)
- Working Hours, Time Off, Leaves, & Benefits
 - [for Student Employees including Graduate Assistants, and](#)
 - [for Benefits-Eligible Faculty and Staff - \(includes Childcare FAQs\)](#)
- [New Employees and Onboarding](#)

- [HROE Employee Training and Events](#)
- [Non-Faculty \(Staff\) Performance Reviews](#)
- [Employee Resources & Questions](#)
- [University Business Meetings and Events](#)

As a reminder, all employment-related questions concerning the coronavirus, including the use of AWL duty or any type of leave, should be emailed to benefits@tamu.edu.

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Workday Training Changes and Update

Workday Training changes have been posted online. This week's updates include resources related to Hire, Add a Surviving Dependent, Return to Retire, Add a Graduate Fellow, Change Job and Goals and Performance Review. Full details about these updates are found on the [Workday Weekly Updates webpage](#).

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PAYROLL SERVICES

Payroll Services COVID-19 Compliance Notes

See the links in the [Spotlight](#) section on the home page of Payroll Services website for more information regarding paper checks and deadlines.

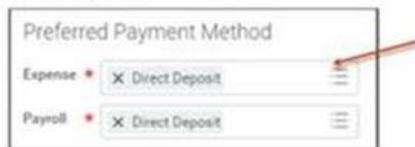
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Employee Direct Deposit for Expense Reimbursements *(notice from Financial Management Operations)*

We still see a fairly substantial number of employee reimbursements out of Concur and AggieBuy that generate checks. Please remind the employees in your department to elect for Direct Deposit in the Preferred Payment Method Section in Workday. Attached are the Workday instructions to enable direct deposits for expense reimbursement. Please send this out to all of your employees in your department and encourage them to elect to receive expense reimbursements via direct deposit. It reduces cost to the university and improves the cycle time in which the employee receives their reimbursement.

3. In the **Preferred Payment Method** section, select information including:

- **Expense**
- **Payroll**



Preferred Payment Method

Expense	X Direct Deposit
Payroll	X Direct Deposit

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EMPLOYEE WELLNESS

Please share the following information with employees in your department.

Flourish Events

Flourish is now remote! Follow us on [Facebook](#), [Twitter](#), and [Instagram](#) for the latest content and information involving programming and Flourish updates!

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Division of Human Resources
& Organizational Effectiveness

QUESTIONS? HRnetwork@tamu.edu | 979.862.3854 | 979.845.4141

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/liasons

View the
[HR Liaison
Network News
Archive Online](#)