



# HR LIAISON NETWORK NEWS

April 20, 2020 | Share the following information within your departments as appropriate.

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## PAYROLL REMINDERS

### 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

### April 22:

- Monthly Pay Calculation Results Report refreshed at 10:00am
- #20-17 BW Final Pay Calculation Results Report available at 2:00pm

### April 23:

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

### April 24:

- #20-17 Biweekly Pay Day

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

## HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

### Families First Coronavirus Response Act (FFCRA) – Paid Leave Types

The Families First Coronavirus Response Act (FFCRA) requires certain employers including Texas A&M University System members to provide two forms of paid leave to assist employees impacted by COVID-19: **Emergency Paid Sick Leave** (EPSL) and **Emergency Family and Medical Leave** (EFMLA). FFCRA leave, including EPSL and EFMLA, is accessible only when there is an assigned function/role that is capable of being performed either onsite or at a remote location, but the employee is unable to perform the assigned duties due to certain, specified COVID-19-related reasons.

HR Liaisons, especially those in the Absence Partner role, are asked to familiarize themselves with the parameters of the FFCRA paid leave types in order to assist employees and managers when questions arise. **Note: All faculty, staff, and student employees (including graduate assistants) will receive an email notification tomorrow advising them of their rights under the FFCRA.**

To help prepare our HR Liaisons for employee questions, we will be hosting another FFCRA Question and Answer session tomorrow (specifically for HR Liaisons). We ask that all participants review the information contained within last week's special edition of the HR Liaison Network News and come prepared to ask questions you may have about FFCRA. This is not intended to be a formal training session; however, it is an opportunity to hear the types of questions that your colleagues may raise.

#### Tuesday, April 21, 2020

Time: 11:00 AM-12:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://tamu.zoom.us/j/97331541359?pwd=T0Rnd3p4Q21qd3FDNXdrTzRjcnp4dz09>

Meeting ID: 973 3154 1359

Password: 079046

*A copy of the [PowerPoint](#) shared in last Friday's FFCRA Q&A session is available on our dedicated webpage.*

For additional FFCRA leave information including FAQs, request forms, and a Workday job aid, please visit <https://employees.tamu.edu/covid-19/FFCRA>. As a reminder, all leave-related questions concerning the coronavirus, including the use of EPSL or EFMLA, should be emailed to [benefits@tamu.edu](mailto:benefits@tamu.edu) for TAMU or [hschr@tamu.edu](mailto:hschr@tamu.edu) for HSC.

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### 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.

As a reminder:

- Ensure all managers and staff check their [Workday](#) Inbox for items to complete.
- The recommended date for employees to complete their self-evaluation is this 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](#).

Please note the following information related to recent questions received:

- Goals attached to performance reviews cannot be edited. To add new goals to an existing review, please review the [Employee Guide To Add Goals After Launch](#) job guide.

Please email any performance review questions to [HRevaluations@tamu.edu](mailto:HRevaluations@tamu.edu).

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### Working Hours and Phone Use by Hourly Employees

The use of smart phones or other communications devices can often result in off-the-clock voluntary work. As we are working from home, non-exempt employees and their supervisors need to be cautious of this. Unless work is occasional in nature and takes a minimal amount of time that would be considered de minimis, be very careful

about expecting or allowing non-exempt employees to do any off-the-clock work. If a non-exempt employee is performing work after hours, they must report hours in Workday or their time tracking system.

If you have any questions, please contact Human Resources Classification and Compensation by email at [hrcomp@tamu.edu](mailto:hrcomp@tamu.edu) or by phone at 979.845.4170 or [hschr@tamu.edu](mailto:hschr@tamu.edu) for Health Science Center departments. Resources on working hours and smart phone use may be found on the [Time Tracking, Overtime, and Payroll Resource](#) and the [FLSA FAQ's](#).

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### Workday Job Aid Usage Survey

The Education and Training team at Workday Services is seeking information on how the job aids developed at Workday Services are used at the various A&M System Members. Workday Training Coordinators throughout the A&M System along with human resource officers, chief financial officers and payroll managers will be taking part in this process. HR Liaisons, as critical users of the job aids, are encouraged to complete a short survey available at <https://www.surveymonkey.com/r/8F5KJLY> until April 23.

The results will be analyzed and used in education and training decisions going forward. Your input is appreciated!

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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](mailto:hrnetwork@tamu.edu).

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### Workday Services Education and Training: April 2020

Please join us for the following Workday Services webinars. These events are open to all, but content will focus on the security roles listed with the webinar description.

#### New Interview Stage in Recruiting

**Description:** Workday has updated the recruiting process to maximize functionality. The new interview management step will provide you with more options on establishing the interview group and details about the interview, and better information about interview results. Join us as we discuss how the interview stage within the Job Application business process will function differently for Managers, Recruiting Coordinators, and Recruiting Partners. We will compare the old and new process and provide a demonstration.

**Target Audience:** Recruiting Partners, Recruiting Coordinators, Managers\*

**Presenter:** James Ross, Workday Services - Recruiting

**Date:** May 6, 2020

**Time:** 10:30am to 11:30am

**Link to Meeting:** [HERE](#)

**Password:** Workday

**Dial in Audio:** 1.415.655.0003

**Access Code:** 922 342 918

\*Note: Managers are not directly invited to Workday Services webinars. Please feel free to forward the invitation to meet the needs of your member

#### Managing Merit in Workday

**Description:** This webinar will walk you through the various activities required for those who manage the annual merit process in Workday. These activities include, entering merit awards, maintaining the merit pools, managing employee participation, and using merit reports.

**Target Audience: HR Partner, Merit Partner, and Managers\***

**Presenter:** Sri Kamarthi, *Workday Services - Compensation*

**Date:** March 13, 2020

**Time:** 10:30am to 11:30am

**Link to Meeting:** [HERE](#)

**Dial in Audio:** 1.415.655.0003

**Access Code:** 923 180 881

\*Note: Managers are not directly invited to Workday Services webinars. Please feel free to forward the invitation to meet the needs of your member

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### **Workday Training Changes and Update**

Workday Training changes have been posted online. This week's updates include resources related to Manage Your Personal Information, Managing Search Committees, Custom Other IDs, Payroll Reversals in FAMIS, Understanding Your W-2 and the New Working in Workday. Full details about these updates are found on the [Workday Weekly Updates webpage](#).

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## **PAYROLL SERVICES**

### **All Printed Paychecks Will Be Mailed**

Due to Mail Services suspending delivery options, all printed payroll checks will be mailed directly to the employee. Please notify all of your employees of this change as it will go into effective with the 4/24/2020 biweekly pay date. Please also request that all of your employees enroll in direct deposit and verify their mailing address in Workday as this is the address used when mailing their payroll check.

Here are detailed instructions on how to enroll in direct deposit from your home screen within Workday:

1. Click the Pay Application
2. Select Payment Elections
3. Click Add
4. In the Account Information section add the following:
  - a. Account Nickname. Workday Services recommends you use this to distinguish between accounts
  - b. Routing Transit Number. This is a 9 digit number found on a check, deposit slip or in your banking information online
  - c. Bank Name. This is the name of your Bank (e.g. Bank of America)
  - d. Account Type. Select Checking or Savings
  - e. Account Number. The is located on a check, deposit slip or in your banking information online
5. Click OK

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### **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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### **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.

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## EMPLOYEE WELLNESS

*Please share the following information with employees in your department.*

### Flourish Events

Feel like you need a little extra boost and support this week? Because we sure do.

#### Special offerings this week:

- [Grow a Spaghetti Garden](#) | 4/21 | 12:30pm – 1:30pm
- [Nursing Home Virtual Visits](#) | 4/21 | 2:30pm – 3:30pm
- [Infertility Connection](#) | 4/22 | 11:00 am – 12:00 pm
- [Staying Sustainable While Staying Inside](#) | 4/23 | 12:00pm – 1:00pm

#### Fitness schedule:

- [Meditation for Stress & Anxiety](#) | 4/21 & 4/23 | 4:45pm – 5:30pm
- [Sunrise Stretch and Destress](#) | 4/21 & 4/23 | 7:00am – 7:30am
- [Pilates](#) | 4/22 | 11:45am – 12:30am
- [Rec Sports](#) Group RecXercise Schedule – [HERE!](#)
- [Piranha Fitness Studio Schedule](#) – Click [here](#) to register!

Visit our social media channels of [Facebook](#), [Twitter](#), and [Instagram](#) for reoccurring program offerings, new programs, other fitness classes, and ways to support and connect with one another.

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## ANNOUNCEMENTS

### PMSA Ceremony & Reception Rescheduled

The selection and verification process for this year's President's Meritorious Service Awards is underway and expected to be completed this month. Award recipients will be announced within a few weeks. The President's Meritorious Service Award ceremony and reception have been rescheduled for the morning of Monday, August 10. More details to come! Check our website for updates: <https://employees.tamu.edu/employee-recognition/pmsa/>

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Division of Human Resources  
& Organizational Effectiveness

**QUESTIONS?** [HRnetwork@tamu.edu](mailto: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/liaisons](https://employees.tamu.edu/liaisons)

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[HR Liaison  
Network News  
Archive Online](#)