



# HR LIAISON NETWORK NEWS

April 6, 2020 | Share the following information within your departments as appropriate.

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## PAYROLL REMINDERS

### April 6:

- #20-16 Current Timesheets, Workday BP Approvals, Lump Sum Payouts & PPRs due at 11am
- #20-16 Pay Calculation Results Report available at 12pm

### April 7:

- #20-16 Pay Calculation Results Report refreshed at 10:00am
- #20-16 Timesheets Locked; only Timekeepers can update
- Run Timekeeper Reports

### April 8:

- #20-16 BW Final Pay Calculation Results Report available at 2:00pm

### April 10:

- #20-16 Biweekly Pay Day

### April 15:

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

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

### 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](mailto:jobs@tamu.edu) for TAMU or [hschr@tamu.edu](mailto:hschr@tamu.edu) for Health Science Center departments.

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### Additional Options for Completing Form I-9

The modifications for completing Form I-9 announced by the U.S. Citizenship and Immigration Services (USCIS) do not apply because TAMU has employees physically present at our different work locations. If you have a new employee starting work, original documents must still be presented and inspected in person. Webcam inspection of documents is not permitted.

**Please Note:** It is urgent that you read our NEW [Guidelines for I-9 Processors During Covid-19](#) which lists various options available to assist HR Liaisons in completing Form I-9, including utilizing an authorized third party to verify documents and complete Section 2. Please share this with your Form I-9 Processors, if that role is not being performed by you.

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### Summer Insurance Premium Informational for HR Liaisons

HR Liaisons are invited to join us for an informational session about the Summer Insurance Premium process in Workday. If you are a Liaison for a department with benefits-eligible employees who are appointed for less than 12 months, the process likely impacts your employees. There are two options scheduled for this week to help HR Liaisons prepare for submission deadlines by **April 13**.

**1. Tuesday, April 7, 11:00 a.m. to 12:00 p.m.**

Join Zoom Meeting: [HERE](#)  
Meeting ID: 956 760 518  
Password: 987252

**2. Wednesday, April 8, 1:30 to 2:30 p.m.**

Join Zoom Meeting: [HERE](#)  
Meeting ID: 331 032 530  
Password: 873126

No registration is required.

For more information including the [Summer Insurance Premium Process Worksheet Prior To Notification](#) link, visit <https://employees.tamu.edu/benefits/insurance/summer-insurance> online. Email questions to [benefits@tamu.edu](mailto:benefits@tamu.edu).

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### Long Term Care – Open Enrollment Extended

The open enrollment period for Long Term Care insurance through ACSIA Partners has been extended to **May 4, 2020**. For more information or to enroll in an online informational webinar, visit [www.LTC-TAMU.com](http://www.LTC-TAMU.com).

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### UIN Manager and UIN Search Combined

On April 3, 2020, UIN Manager and UIN Search will be combined into a single application. In the new UIN Manager app, Manage and Search functions are a single click away. Click **Search** in the main menu and search by UIN or search by name.



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**ACTION NEEDED: Past Due System Required Web-based Training (WBT) Report**

Attached is the monthly Required Training Assignments Report for System-required training per System policy 33.05.02. The first tab is a summary of past due employees by Executive Level 2. The second tab provides more detail with:

- Filters to quickly identify specific colleges / divisions and departments with individuals who are past due
- Highlighting those that are more than 60 days past due and more than 365 days past due.

It is important employees listed in the report complete the training. The report also includes the respective employee's supervisor who can assist in helping ensure the employee resolves the past due assignment.

If you have questions, please contact [orgdev@tamu.edu](mailto:orgdev@tamu.edu).

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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 last Wednesday, April 1, 2020 for the review period 4/1/2019 through 3/31/2020. Please ensure all managers and staff check their [Workday](#) Inbox for items to complete.

Please visit the [Performance Review Process](#) webpage for an overview of the process, timeline, Workday job guides, and other resources. There are also several courses 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 view course descriptions and enroll in a session.

Please note the following information related to recent questions received:

1. *No Gear Icon* – if managers or employees cannot see a gear icon in the top right corner of their Workday task, please remind them to go to their Workday inbox to complete Workday tasks. Notification links clicked from an Outlook mail item does not open the task in the Workday inbox.
2. *Manager can't see the employee's self-evaluation* – remind managers to submit or skip the Get Additional Manager and Get Additional Reviewer tasks in their Workday inbox. Both tasks must be submitted or skipped to allow the process to continue (manager receives employee's self-evaluation).
3. *Due Dates in WD* - The Workday Self-Evaluation task indicates a due date. This due date is automatically generated by Workday. Employees should follow the Texas A&M Performance review [timeline](#) as indicated on our [Website](#).

Please email questions to [HRevaluations@tamu.edu](mailto:HRevaluations@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.

#### Workday Wednesday: Goals and Performance

**Description:** Performance reviews and goal setting typically begin early spring. During this session we will discuss best practices and outline important concepts that help provide a smooth process for reviewing employees and setting goals for the upcoming year.

**Target Audience:** Talent Partner and Talent Analyst

**Presenter:** James Ross, *Workday Services – Goals and Performance*

**Date:** April 8, 2020

**Time:** 10:30am to 11:00am

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

**Password:** Workday

**Dial in Audio:** 1.415.655.0003

**Access Code:** 929 293 554

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### REMINDER: 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 \(FFCRA\)](#)
- [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](mailto: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 Requesting Time Off, Payroll Reversal, Change Job and Summer Appointments. Full details about these updates are found on the [Workday Weekly Updates webpage](#).

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## **PAYROLL SERVICES**

### **Extra Deadline Notes**

1. Currently, Payroll deadlines remain unchanged.
  - a. If deadlines are missed, the employee will be paid on their next available biweekly or monthly payday.
  - b. With the COVID-19 changes to TAMU faculty & staff working schedules and AWL, Payroll has a limited physical presence in the office. Off-Cycle payment requests will be limited to extraordinary cases during this period.
2. It is critical for managers to have delegates established for time-sheet approval. Timekeepers should closely monitor Time Summary Review reports and assist managers & delegates with unsubmitted time-sheets and/or enter time or time-off on behalf of employees by established deadlines
3. Direct Deposit is recommended – Now is a good time to encourage employees receiving paper paychecks to set-up direct deposit payment elections within Workday.

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### **Payroll Checks to be Mailed, No In-Person Pickup**

In an effort to minimize individual contact and help reduce the spread of COVID-19, Payroll is suspending individual employee check pickup. All employees on individual check pickup will have their paychecks mailed to them. This is only temporary and it will help ensure the well-being of all Texas A&M employees. Please notify all of your employees of this change as it went into effect with the 3/27/2020 biweekly pay date. If the employee's check does not print with an address, it will be sent to their department for disbursement. Please make arrangements with your employee(s) to either pickup their check or obtain a valid mailing address and mail it to them. Please have your employee(s) update their mailing address in Workday to prevent this in the future or enroll in direct deposit. Do not send any checks back to Payroll Services.

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## **EMPLOYEE WELLNESS**

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

### **Flourish Events**

We know April might not be exactly how you pictured it, but a new month is a reminder to enjoy the small things that bring you joy.

### Special offerings this week:

- [Emotional Eating with H-E-B](#) | 4/7 | 11:00am – 12:00pm
- [April Showers Bring May Flowers](#) | 4/7 | 12:30pm – 1:30pm
- [Sharing Smiles with Fortress Residents](#) | 4/7 | 2:30pm – 3:30pm
- [Ask the Doc! Expert Q&A Session with Airrosti](#) | 4/8 | 12:00pm – 12:30pm
- [An Inside Look at the Brazos Valley Food Bank](#) | 4/9 | 12:00pm – 1:00pm

### Fitness schedule:

- [Meditation for Stress & Anxiety](#) | 4/6 & 4/8 | 4:45pm – 5:30pm
- [Sunrise Stretch and Destress](#) | 4/7 & 4/9 | 6:30am – 7:00am
- [Pilates](#) | 4/8 | 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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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/liasons](http://employees.tamu.edu/liasons)

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