



HR LIAISON NETWORK NEWS

August 10, 2020 | Share the following information within your departments as appropriate.

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PAYROLL REMINDERS

August 10:

- #20-25 Current Timesheets, Workday BP Approvals, Lump Sum Payouts & PPRs due at 11:00am
- #20-25 Pay Calculation Results Report available at 12:00pm

August 11:

- #20-25 Pay Calculation Results Report refreshed at 10:00am
- #20-25 Timesheets Locked; only Timekeepers can update
- Run Timekeeper Reports

August 12:

- #20-25 BW Final Pay Calculation Results Report available at 2:00pm
- Monthly **Retro** Business Process Approvals due at 5:00pm

August 13:

- Monthly Pay Calculation Results Report available at 12:00pm

August 14:

- #20-25 Biweekly Pay Day
- Monthly Pay Calculation Results Report refreshed at 10:00am

August 17:

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

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

REQUIRED: Title IX Zoom Meeting for HR Liaisons

As you may be aware, earlier this year, the U.S. Department of Education announced significant changes to Title IX which protects students, faculty, staff, and visitors to our campus from all forms of sex discrimination. The changes and updates are such that the Department of Civil Rights and Equity Investigations (CREI) has requested to share this important information through a **required meeting of all HR Liaisons**. They will offer two sessions on the same content and will allow sufficient time for questions to be answered.

Please register for one of the sessions below.

- **Thursday, August 27, 2020 | 9:00am – 10:00am | [REGISTER](#)**
- **Wednesday, September 2, 2020 | 1:30pm – 2:30pm | [REGISTER](#)**

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Workday Training Updates – Week of August 3, 2020

Workday Training changes have been posted online. The recent updates include Updated Job Aids for Onboarding, Hiring, and Contract Contingent Worker. Full details about these updates are found on the [Workday Weekly Updates webpage](#).

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New Workday Annual Work Periods

The following Annual Work Periods have been added in Workday and are available for use:

- 12 months (August 16 – August 15)
- 10.5 months (August 16 – June 30)
- 4 months (August 16 – December 15)

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Expired Work Authorizations

HR Liaisons must routinely check their Guardian To Do List and take action as needed. When the Work Authorization for an employee has expired, a Section 3 should be added to their Form I-9. For detailed instructions, please see this [Guardian Tutorial](#).

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Workday Interview Schedule – **NEW**

In a recent Workday update, the Recruiting Business Process was updated to allow interviews to be scheduled through Workday. We realize that you may not use the current Workday Interview process, however, this new process requires a candidate to be scheduled for an interview in order to move the candidate along. Please see the [Instructions for Interviewing Candidate](#) for scheduling interviews for more information.

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Pre-Retirement Counseling Workshops

Please share the following information with employees in your department.

If you are considering retiring during the next 12 months, you are highly encouraged to attend one of our [group workshops for pre-retirement counseling](#). These workshops are not one-on-one sessions but you will have the opportunity to ask questions. As a participant, you will receive information as to what forms you will need to complete to get you started and to better understand your retirement benefits. Workshops will be held online via Zoom until further notice.

Teacher Retirement System (TRS) Workshops

8/13/2020	2:00 – 4:30 p.m.	Register Here
9/16/2020	9:00 – 11:30 a.m.	Register Here
10/20/2020	9:00 – 11:30 a.m.	Register Here
11/13/2020	9:00 – 11:30 a.m.	Register Here

Optional Retirement Program (ORP) Workshops

8/19/2020	9:00 – 11:00 a.m.	Register Here
9/17/2020	2:00 – 4:00 p.m.	Register Here
10/28/2020	9:00 a.m. – 12:00 p.m.	Register Here
11/19/2020	2:00 – 4:00 p.m.	Register Here

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Leadership Development at Texas A&M - Coming Fall 2020

As you may have seen in [President Young's recent announcement](#), we are transforming how we develop Texas A&M employees. Texas A&M's new leadership development framework and the Leading Others program are the first to launch.

The nomination process for the next Leading Others cohort starts this month (August). Dr. Jeff Risinger, Vice President of Human Resources and Organizational Effectiveness, will be sending an email in the next couple of weeks with more information on the nomination process and when it opens.

In the meantime, visit [Lead.tamu.edu](https://lead.tamu.edu) to find out more!

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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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PAYROLL SERVICES

PCT (Payroll Cost Transfer) Deadline (*notice from FMO*)

Deadline for completing PCTs for inclusion in FY20 is August 21, 2020 at 5 pm. Completed means all approvals have been received and status says "Complete". All PCTs still in process after the deadline will be deleted later in the month. You will need to reprocess any of the deleted PCTs needed for FY20 payrolls in FY21 after PCT process is opened in September. FY21 PCT process will allow corrections to FY20 and FY21 payroll periods. Any questions contact Martha Weeks at msweeks@tamu.edu.

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Death of Active Employee

When you receive notification that an active employee has passed away, please email payrollprocessing@tamu.edu as soon as possible. In many cases, payroll payment cancellation and direct deposit reversal must be initiated by the department, especially if an employee deceases after the current biweekly or monthly business process approval deadline but before actual payday. The payment in process must be halted so final regular pay can be refigured and taxed correctly. Payroll can assist you in review of their final regular pay status and needed payouts. For more information, please see [Death Benefits & Final Regular Pay](#) on our website.

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EMPLOYEE WELLNESS

Please share the following information with employees in your department.

Flourish Events

Flourish is taking the next two weeks to reset for the fall semester. Our fall programming will be a blended model of virtual and in-person programming.

Starting August 24th, all program links will solely live and be accessible via our app. You can download our app by searching "FlourishTAMU" in the App Store or Google Play. Be sure to [sign-up](#) before August 24th to be entered to win 1 of 5 prize packages! Don't want the app on your phone? [Access our web app here](#).

Special offerings this week:

- [Around the World in 10 Weeks](#) | 8/13 | 11:00am – 12:00pm

Fitness schedule:

- [Rec Sports](#) Group RecXercise Schedule – [HERE!](#)
- [Piranha Fitness Studio Schedule](#) – [Register Here!](#)

Visit our [calendar](#) or our social media on [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 | 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/liasons

Past LNN issues
are found online:
[HR Liaison Network
News Archive](#)