



HR LIAISON NETWORK NEWS

August 12, 2019 | Share the following information within your departments as appropriate.

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

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PAYROLL REMINDERS

August 12:

- #19-25 Current Timesheets, Workday BP Approvals, Lump Sum Payouts & Supplements due at 11:00am
- #19-25 Pay Calculation Results Report available at 12:00pm

August 13:

- #19-25 Timesheets Locked; only Timekeepers can update
- Run Timekeeper Reports
- #19-25 Pay Calculation Results Report refreshed at 10:00am

August 14:

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

August 15:

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

August 16:

- #19-25 Biweekly Pay Day
- Monthly Pay Calculation Results Report refreshed at 10:00am

August 19:

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

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

FY20 Comp Resources Webpage Updated and Salary Memo Templates Added

The FY20 [Comp Resources page](#) has been updated to provide additional information about the August 16 – August 31 warning period. The FY20 Sample Salary Memos have also been added on this webpage. HROE advises all departments/units to provide non-faculty employees with an individualized salary memo for the new fiscal year, once pay rates are finalized and confirmed. With the exception of adding multiple types of increases (when applicable) and adding in comments of appreciation, HROE advises departments/units against making other changes to the language in these templates.

Should you have questions, please contact HROE Classification and Compensation by phone at 979.845.4170 or email hrcomp@tamu.edu. For Texas A&M Health Science Center, contact Kim Johnson by phone at 979.845.1565 or email hschr@tamu.edu.

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Early release at 1:00pm on Thursday, August 29, 2019

To accommodate activities associated with **Football Thursday 2019**, President Young has approved the early release of all non-essential personnel at 1pm on August 29, 2019. Faculty and staff associated with the support of classroom activities are considered essential personnel as it relates to this release. This release relates only to Texas A&M main campus and does not impact Highway 47 and other remote locations such as the Texas A&M Health Science Center, Texas A&M University at Galveston or Texas A&M University School of Law. Those locations should operate on a normal schedule.

Here are a few things to keep in mind regarding this early release.

- TAMU employees will be credited a total of 4 hours of early release time in Workday.
- HSC employees will not be automatically credited for the early release time as some employees will not be impacted. Those who are impacted will need to submit a *Time Off Request* for the early release period of 1 pm to 5 pm (select Time Off type of “Office Closure or Evacuation”).
- Employees who work approved [flex schedules](#) should adjust their work hours accordingly.
- Employees required to work during this early release will be given state compensatory time off to be taken within the next 12 months; and/or may have their current work schedule adjusted appropriately by their department to reflect the normal amount of hours the employee was scheduled to work.
- Employees unsure of their status should consult with their supervisor.
- Additional information about [early release time](#) is found online.

Please visit the [Football Thursday website](#) for more information. For additional questions not addressed by the website, you can send an inquiry to footballthursday@tamu.edu.

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Recruiting – Initial Review

When processing an *Initial Review*, the required minimum qualifications of education and experience are all that should be reviewed to determine if an applicant should be forwarded to *Screen* and included in the applicant pool. Documents requested to be attached to applications are NEVER a required element and if they are not attached, this cannot be used as *Incomplete Application* or *Did not meet minimum qualifications*.

If there is enough information on the application, including any documents attached to verify the applicant meets the minimum education/experience, the applicant must be forwarded to *Screen* and included in the candidate pool. This is a requirement for EEO analysis.

If you requested documents be attached and they are not, this should be reflected in the screening matrix when you cannot make a determination of specific experience or skills in the screening because the documents are lacking.

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I-9 Tips

If you are having trouble with the “*Launch Employee Workflow*” when starting a new Form I-9 in Guardian, your browser might be blocking pop-up windows. The fix to this problem is to create an exception that allows pop-ups from <https://www.perfectcompliance.com> in the Privacy & Security settings in your browser.

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Workday Update – Week of August 8

Workday Updates and Training changes have been posted online. This week’s updates to job aids include *Manual Advance*, *Request One-time Payment*, *Dependent Event* and more. There are updated quick reference guides for

Custom IDs for Benefits and new eLearning. Full details about these updates are found on the [Workday Weekly Updates webpage](#).

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PAYROLL SERVICES

FY20 Pay Schedules and Payroll Processing Calendars

Fiscal Year 2020 Payroll Processing Calendars for September 2019 through August 2020 and the FY20 Biweekly & Monthly Pay Schedules are now available on Payroll Services [website](#). Refer to the Payroll Processing Calendar Key for details of the various calendar items. Please post or distribute the pay schedules within your department.

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Website & Processing Team Updates

Several sections of Payroll Services [website](#) have recently been updated. The [About](#) page has been revised. The [General FAQ](#) section has a new team list and link to see what team works with your college or supervisory organization. Additionally, contact information for our staff handling Distribution, Verification and HSC are now more readily available.

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WELLNESS WORKS!

Please share the following information with employees in your department.

Wellness Happenings for August

Check out our monthly newsletter [here!](#)



- Have you seen our NEW [Nutrition Resources](#) webpage? Check it out now!
- Employee wellness is happening at every campus including those outside of College Station! Visit the [Remote Campus Corner](#) to learn more!

Upcoming Events

- The [August Interim Fitness Schedule](#) is now available (effective August 5 – 23).

- **Making Moves with Diabetes**

Presented by Center for Population Health and Aging (CPHA)

Tuesday, September 3

8:00am – 4:00pm | GSC 101A

You are invited to register for the **FREE**, Healthy Texas *Making Moves with Diabetes* program, an American Diabetes Association (ADA) recognized program designed to help individuals manage their diabetes with minimal impact to their current lifestyle. This **8-hour class** will provide participants and/or caregivers with one year of support and a lifetime of health.

Register for this event by calling **(979) 436-9336** by **Friday, August 30**.

Lunch will be provided by CPHA.

Please notify CPHA if you have any dietary restrictions when calling to register for this event.

***This event will not be available through livestream due to the interactive nature of the workshop and patient confidentiality.*

- **Gardening Club**

Presented by The Gardens at Texas A&M

Every 3rd Tuesday of the Month

[The Gardens Pavilion](#)

WELLNESS WORKS! is excited to partner with The Gardens at Texas A&M to bring you a gardening club this fall! The Gardens Manager and Texas Master Certified Nurserymen, Joseph Johnson, will lead the Gardening Club. Each session will provide you with expert knowledge and hands-on gardening experience.

Tuesday, September 17

11:30am – 1:00pm

[The Gardens Pavilion](#)

Come learn about Texas Superstar® Plants proven to give homeowners landscape success in Texas' tough growing conditions. **Participants may bring their own lunch or purchase lunch from the on-site food truck.** *These events are open to all, no membership or gardening background required!*

[Register for this event HERE!](#)

- **FREE On-Campus Financial Consultations – [RSVP Here](#)**

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ANNOUNCEMENTS

John Williams Retirement Reception

Human Resources and Organizational Effectiveness invites you to join us for a retirement reception honoring John Williams, Senior Classification & Compensation Analyst, on Wednesday, August 28 from 1:30 – 3:00 p.m. in GSC 101B & C. Remarks will be made at 2:00 p.m. Please join us in wishing John well in his future endeavors and congratulating him on nearly 14 years of dedicated service to Texas A&M University.

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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/liaisons

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