



HR LIAISON NETWORK NEWS

August 17, 2020 | Share the following information within your departments as appropriate.

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PAYROLL REMINDERS

August 17:

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

August 18:

- Monthly Pay Calculation Results Report refreshed at 10:00am
- Current Monthly BP Approvals due at 5:00pm

August 19:

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

August 20:

- Monthly Final Pay Calculation Results Report available at 2:00pm
- #20-26 **Retro** Timesheets and Workday Retro BP Approvals due at 5:00pm

August 24:

- #20-26 Current Timesheets, Workday BP Approvals, Lump Sum Payouts & PPRs due at 11:00am
- #20-26 Pay Calculation Results Report available at 12:00pm

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

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

Reimbursement of Employer Contribution for New Hires

Texas A&M University has authorized central funding to reimburse the cost of the State Group Employer Premium (SGIP), otherwise known as the employer contribution, to all benefit-eligible employees with a hire date of **August**

1, 2020 or later. This means that new hires are eligible to enroll in benefits, and have the employer contribution amount apply to their premium costs:

- With an effective date equal to their hire date provided they are fully onboarded in Workday and notify the appropriate HR/benefits office that they would like to enroll in that option within 7 calendar days of their date of hire, or
- On the first of the next month following their date of hire. In this case, that would be an effective date of 9/1/2020 (for August hires) and employees may choose this option even if within their first 7 calendar days of employment.

Employees who enroll will be charged the full amount for their benefits during the 60-day SGIP waiting period, but will be given a reimbursement of the difference between the full cost and employee's cost after the employer contribution waiting period, less applicable taxes. If employees are interested in enrolling or revising elections to take advantage of this new hire benefit at Texas A&M, employees should send an email to the appropriate office and use the following in the Subject line: **Enroll in Benefits Before SGIP:**

1. For Texas A&M departments, email benefits@tamu.edu
2. For Texas A&M Health Science departments, email hschr@tamu.edu
3. For the College of Engineering departments (Part 02), email engrbenefits@tamu.edu
4. For the College of Agriculture and Life Sciences departments (Part 02 positions), email agrilifebenefits@ag.tamu.edu
5. For Texas A&M Galveston departments, email hr@tamug.edu

In the body of that email, please include the employee's full name, UIN, contact number or email, and a brief description of when the employee would like for benefits to become active. Information and FAQs are forthcoming as the reimbursement process is finalized.

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Reminder: Student Status Positions and Placement in a Temporary/Casual Position

If certain criteria are met, workers in a student status (graduate or undergraduate) may be placed in a temporary/casual position without posting. Each component must be met:

- The student employee can no longer be employed in a student title due to graduation or other circumstances that prevent a student title from continuing to be used, and
- The employing department has a business need to continue the former student's employment in the same capacity without a break in service, and
- The employment is in a temporary/casual position not to exceed duration of 4.5 months, usually within the same fiscal year.

Departments do not need to create or transfer to a Program Aide position. Instead, this request may be processed using **Change Job** and selecting Data Change – Position Title Change for the reason. The Job Profile will need to be updated to Program Aide, and the Worker Sub-Type will need to change to Temporary/Casual. Departments should update the annual work period to cover the appropriate time period worked. Workday will require that the department indicate an end date on which the temporary employment will close. In these instances, a Criminal Background Check is not required. For further information regarding temporary/casual positions, please reference the [Temporary/Casual Position Guidelines](#) on the HR website.

Special Note: Students who graduated in May 2020 and were placed in a temporary/casual position without posting the position are approaching the 4.5 months duration for that extended employment in September. If you still have former students in temporary/casual positions, please take appropriate action so that the duration does not exceed 4.5 months.

If you have any questions, please contact hrcomp@tamu.edu for Texas A&M or hschr@tamu.edu for HSC departments.

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Onboarding Reminder

Please ask new employees to complete all Onboarding tasks before making any changes to their personal data via a Workday worklet. A personal data change using a worklet will produce conflicting dates which will stop the Onboarding process, requiring intervention by an HR Partner role. If an Onboarding process appears to be stopped, please send an email to jobs@tamu.edu with the employee name and UIN and the nature of the issue.

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Verifying Documents for Form I-9

Please remember that documents presented to verify employment eligibility when completing Form I-9 must be reviewed in person. Documents presented via webcam or through photos cannot be accepted. If you need assistance with completing a Form I-9 for a new hire, please see the [Form I-9 website](#). Click to expand the **Guidelines for I-9 Processors During Covid-19** section to learn about more options to complete Form I-9.

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Completing Form I-9 for International Student Employees

Hiring departments should confirm, after acceptance of an offer, that the student employee has checked in with ISS. F-1 students with an I-20 issued from Texas A&M University must receive an SSN letter from ISS BEFORE the student will be eligible to work.

If an international student employee is not able to provide a Social Security Number when completing Form I-9, the student employee can complete the Form I-9 as long as other required documentation (F-1, J-1, H-1, etc.) is provided.

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New Graduate Student Employee Benefits Orientation

Please share the following information with your new benefits-eligible Graduate Assistants.

A special benefits orientation has been developed for newly-hired Graduate Student employees working in benefits-eligible Graduate Assistant positions. Two identical sessions are being offered, which will provide a benefits overview, important information regarding the enrollment process and a presentation from a Graduate Student Health Plan representative.

No registration is required to attend, just join the online Zoom meeting:

- **Tuesday, August 25 | 3:30 - 4:30 pm | [JOIN HERE](#)**
- **Wednesday, September 16 | 10:30 - 11:30 am | [JOIN HERE](#)**

Learn more about the [Graduate Student Health Plan here](#). Please share the [orientation flyer found here](#) with your new Graduate Assistants and encourage them to attend. Questions can be directed to Benefit Services at benefits@tamu.edu or (979) 862-1718.

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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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Workday Services Education – September Webinars

Please join us for the following Workday Services webinars in September. The events are open to all, but content will focus on the security role listed within the webinar description.

September 3, 2020 – Workday 2020 R2 Preview

Description: Provides an overview of new features and changes within Workday coming September 12.

Target Audience: All personnel whose day-to-day work requires the use of Workday

Presenter: Workday Services

[Access webinar details on the Education Calendar located on Workday Help](#)

September 7, 2020 – Workday 2020 R2 Preview (Repeat Session)

Description: Provides an overview of new features and changes within Workday coming September 12.

Target Audience: All personnel whose day-to-day work requires the use of Workday

Presenter: Workday Services

[Access webinar details on the Education Calendar located on Workday Help](#)

September 16, 2020 – Spotlight on Payroll Workday 2020 R2 Updates

Description: This webinar will provide a review of Workday updates specifically related to Payroll as a direct result of the Workday 2020 R2 release.

Target Audience: Payroll Partners and those who support payroll related processes

Presenter: Nancy Hamilton & Dalton Humphrey - Payroll

[Access webinar details on the Education Calendar located on Workday Help](#)

September 23, 2020 – Workday Wednesday: Arrears Processing

Description: Workday is designed to allow deductions to recoup or not recoup arrears. This webinar is designed to provide the basic information of how arrears impacts Payroll processing. You will learn best practices for how Payroll Partners should handle various situations related to arrears.

Target Audience: Payroll Partners

Presenter: Nancy Hamilton & Dalton Humphrey – Payroll

[Access webinar details on the Education Calendar located on Workday Help](#)

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Workday Training Updates – Week of August 10, 2020

Workday Training changes have been posted online. The recent updates include a Retired Job Aid for Managing Safety Incidents, New Reference Guides for Processing Arrears in Workday and Emoluments. WebEx Decks / Recordings that are available include Workday Staffing Part 1: Preparing for the Hire. Full details about these updates are found on the [Workday Weekly Updates webpage](#).

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PAYROLL SERVICES

FY21 Pay Schedules and Payroll Processing Calendars

Fiscal year 2021 (FY21) Biweekly & Monthly Pay Schedules and the September 2020 Payroll Processing Calendar are now available on Payroll Services [website](#). Refer to the Payroll Processing Calendar Key for details of the various calendar items. Additional FY21 monthly calendars will be available soon. Please post or distribute the pay schedules within your department.

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Live Training – Paying Employees in Workday

There is still time to register in TrainTraq for live Zoom training by Payroll Services Staff for [Course 2113632: HR Liaison: Paying Employees in Workday](#). The next training will be Tuesday, August 18, 2020 from 9:00am to 10:30am. A meeting link and class documents will be sent to registered participants prior to the start time. This course is prioritized for active HR Liaisons but is also open to others within a department who have the Timekeeper role or are a delegate who assists their HR Liaison or Timekeeper. This is an excellent opportunity to get up to the minute information and have your general payroll questions answered.

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Ensure New Hires Complete Onboarding Tasks

Please be sure and verify that all new hires are completing their Workday onboarding inbox tasks. Payroll Services is seeing an increase in employees without mailing addresses or Direct Deposit. If employee elects to not enroll in Direct Deposit it is critical that they enter a valid mailing address in Workday. This will ensure that they receive their pay checks timely as Payroll Services is mailing all paper pay checks. A valid and complete address includes the Apartment # or Unit #.

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FAQ Spotlight

Payroll Services maintains a large [FAQ](#) section on our website. FAQs are available under these headings:

- General FAQs
- Supervisory Organizations
- Payment Elections (Direct Deposit)
- Biweekly Paid Employees & Timesheets (*employee need to know*)
- Managers, Timekeepers & Timesheets (*manager / timekeeper need to know*)
- Monthly Paid Employees
- HR Contact

Please reference this section to see if your question or issue is already answered before contacting payrollprocessing@tamu.edu for TAMU or vpfa-it-vpfa-answers@tamu.edu for HSC.

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EMPLOYEE WELLNESS

Please share the following information with employees in your department.

Flourish Events

Our Flourish app is back for the fall semester.

Starting August 24th, all Flourish programming will require pre-registration via the app and will be the only place you will receive virtual program link access. Be the first to know about upcoming contests and when we are giving away Fitbits, free parking, event tickets, SWAG, and more.

You can download our app by searching "FlourishTAMU" in the App Store or Google Play.

Don't want the app on your phone? Access our web app [here](#).

[Sign-up](#) before August 24th to be entered to win 1 of 5 prize packages!

Fitness schedule:

- [Rec Sports](#) Group RecXercise Schedule – [HERE!](#)
- [Piranha Fitness Studio Schedule](#) – Click [here](#) to register!

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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ANNOUNCEMENTS

End of Semester Reminder: Remove Graduates off Student Title Codes

Sent on behalf of the Student Employment Office

A graduating student employee cannot continue to work on a student title code past the last date of the term in which they graduate. If you would like them to continue to work, it may be possible to transfer them to a program aid position.

Per System Regulation 33.99.01, Employment Practices:

If certain criteria are met, workers in a student status (graduate or undergraduate) may be placed in a temporary/casual position without posting. Each component must be met: The student employee can no longer be employed in a student title due to graduation or other circumstances that prevent a student title from continuing to be used, and the employing department has a business need to continue the former student's employment in the same capacity without a break in service, and The employment is in a temporary/casual position not to exceed duration of 4.5 months, usually within the same fiscal year.

If you have questions regarding work study please email workstudy@tamu.edu; other student employment related questions can be sent to jobsforaggies@tamu.edu.

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Student Employment Office Fall Workshop Schedules Available

Sent on behalf of the Student Employment Office

The Student Employment Office offers **free** training workshops for both student employees and their supervisors. Attached are flyers for the student employee and supervisory workshops. A complete list of the summer workshop schedule and information for registration can be found at <http://ers.tamu.edu/default.aspx?department=SEO>. Click on the event link to view a brief description. To register, please click on the "Login Here" link, enter your Net ID and Password, then click the "Complete Registration" button. Don't hesitate to take advantage of these **free** training opportunities for you and your students.

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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](#)