



# HR LIAISON NETWORK NEWS

August 19, 2019 | Share the following information within your departments as appropriate.

## HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

[Family Medical Leave Act Recertification for New Fiscal Year](#)

[New Hires/Transfers – Onboarding](#)

[I-9 Tips](#)

[Workday 33 Available September 7](#)

[Workday 33 Preview WebEx](#)

## PAYROLL SERVICES

[Payroll Services Staff – Out of Office](#)

[Year-End PCTs – Deadline Change](#)

## WELLNESS WORKS!

[Wellness Happenings for August](#)

## ANNOUNCEMENTS

[Early release at 1:00pm on Thursday, August 29, 2019](#)

## PAYROLL REMINDERS

### August 19:

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

### August 20:

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

### August 21:

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

### August 22:

- #19-26 **Retro** Timesheets and Workday Retro BP Approvals due at 5:00pm

### August 26:

- #19-26 Current Timesheets, Workday BP Approvals, Lump Sum Payouts & Supplements due at 11:00am
- #19-26 Pay Calculation Results Report available at 12:00pm

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

## HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

### Family Medical Leave Act Recertification for New Fiscal Year

As we are closing out one fiscal year and are starting a new one, it is that time of year to review leave records of employees in your unit with FMLA-related absences. FMLA at Texas A&M University is administered on a fiscal year basis (September 1 to August 31); therefore, administrators should review and note the leave records of those employees whose FMLA related absences (continuous or intermittent) will carry into the next fiscal year. Employees must have their family and medical leave recertified to requalify for FMLA benefits. The departmental administrators of FMLA are responsible for ensuring that employees meet all of the eligibility criteria for FMLA in the new fiscal

year. This evaluation of eligibility or look back period should begin with the first FMLA-related absence of the new fiscal year. When determining eligibility, the FMLA administrator within the department should confirm that the employee has worked the required 1,250 hours in the 12 months preceding the first request for FMLA leave in the upcoming fiscal year.

Additionally, the employee must be notified and leave must be designated as qualifying or non-qualifying for Family Medical Leave Act (FMLA) leave in writing within five (5) business days when sufficient information has been received to determine if an absence was the result of an FMLA-related reason. Likewise, if FMLA is denied or delayed this must be communicated to the employee in writing. Contact OCRM before the department delays or denies an employee's request for FMLA leave.

Information regarding Texas A&M's responsibilities under FMLA may be found at <http://employees.tamu.edu/ocrm/fmla>. Also, please refer to OCRM's webpage for information regarding recertification examples and a streamlined notification form to use as your employee's FMLA leave transitions into a new fiscal year. Questions regarding FMLA should be referred to OCRM at [ocrm@tamu.edu](mailto:ocrm@tamu.edu) or (979) 862-4027.

[Top](#)

### **New Hires/Transfers – Onboarding**

Workday has “trip points” that indicate the process has enough information to be “successfully completed”, but in reality the process still has several more things to do before being fully completed. Onboarding is one of those processes.

As an HR Liaison, it is vital that you monitor the progress of your new hire or transfer until all onboarding steps in the process have been completed. You can run the **Onboarding Status Summary** report to show you exactly where a new employee or transfer is in the onboarding process.

Please run the **Onboarding Status Summary** report daily until all the onboarding tasks for your positions have been completed and there is nothing remaining to do in the “Not Started” or “In Progress” columns.

[Top](#)

### **I-9 Tips**

If you recently received a new computer and 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.

[Top](#)

### **Workday 33 Available September 7**

Our second software update of 2019, Workday 33, is scheduled for September 7. Below are the features automatically delivered by Workday 33 and how they will impact users:

- **Compensation:**
  - **Merit Process** – enables you to add workers and their organizations to an in-progress merit process.
- **Core HR:**
  - **New Recent and Suggested Categories** in the Job Profile prompt makes it easier to find job profiles on staffing and recruiting business processes.
- **Payroll:**
  - **Calculate or Recalculate Pay Results for Specific Workers in a Pay Period and Pay Group**, means you don't have to wait for a full calculation to process and eliminate the need to recalculate individual results.
  - **Multiple Gross-ups** – means fewer manual calculations and multiple off-cycle payments now that a payroll result can have up to four gross-ups with a different pay component and multiple gross-ups with the same pay component.
- **Recruiting:**
  - **Save for Later on External Career Site** – provides candidates with a new Manage Draft Applications page on the external career sites.
  - **Updated Job Requisition Workspace**, helps you be more efficient when managing job requisitions.
- **Safety Incident Tracking**
  - **Report Safety Incident** – saves time by automatically populating the worker's information on the Involved Parties tab when selecting Safety Incident > Report Safety Incident from a worker's related actions menu.

[Top](#)

### **Workday 33 Preview WebEx – Thursday, August 29 OR Tuesday, September 3**

All supporting security roles are invited to see what's new with Workday 33. The WebEx session will provide an overview of the new features, with screen shots where applicable, and the benefits, impacts and tidbits for you and your employees.

#### **WebEx Details – August 29 at 9 am**

Topic: Workday 33 Preview

Event number: 927 796 922

Panelist password: Workday

-----  
To join the event as an attendee  
-----

1. Go to <https://tamus.webex.com/tamus/j.php?MTID=m9b3547d2cfd5f3cf5cf51a13bbb96262>
2. Click "Join Now".

-----  
To join the audio conference only  
-----

US TOLL: +1.415.655.0003

Access code: 927 796 922

#### **WebEx Details – September 3 at 1:30 pm**

Topic: Workday 33 Preview

Event number: 922 382 223

Panelist password: Workday

-----  
To join the event as an attendee  
-----

1. Go to <https://tamus.webex.com/tamus/j.php?MTID=m05393ba9cbc73778b6341eb02195693d>
2. Click "Join Now".

-----  
To join the audio conference only  
-----

US TOLL: +1.415.655.0003

Access code: 922 382 223

[Top](#)

---

## **PAYROLL SERVICES**

### **Payroll Services Staff – Out of Office**

Payroll Services Staff will be out of the office on Wednesday, August 21, 2019 from 10:00am to 12:30pm to attend the Retirement Reception honoring our Executive Director, Danny Grimes. Please send any inquires or questions to [payrollprocessing@tamu.edu](mailto:payrollprocessing@tamu.edu) during this time. Someone will respond upon our return.

[Top](#)

### **Year-End PCTs – Deadline Change (from the Controller Connection eXtra)**

As you know, PCTs often impact more than one department and more than one A&M System Member. Rather than risking the chance that your PCTs are not processed because employees from other departments or Members are not working over that weekend, we are requesting that all Part 02 PCT's be completed no later than **Friday, August 23 at 5pm.**

We will be checking the box frequently during the next week and will contact the department immediately if there are any questions or funding problems that will need to be resolved. If you have any questions, please contact Martha Weeks at [msweeks@tamu.edu](mailto:msweeks@tamu.edu).

[Top](#)

---

## 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](tel: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 3<sup>rd</sup> 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](#)**

[Top](#)

---

## ANNOUNCEMENTS

### 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](mailto:footballthursday@tamu.edu).

[Top](#)



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](http://employees.tamu.edu/liaisons)

View the  
[HR Liaison Network  
News Archive Online](#)