



HR LIAISON NETWORK NEWS

August 20, 2018 | Share the following information within your departments as appropriate.

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS / PAYROLL SERVICES

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PAYROLL REMINDERS

August 23:

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

August 21:

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

August 22:

- Monthly Pay Calculation Results Report refreshed at 10am

August 23:

- #18-26 **RETRO** Timesheets & Workday Biweekly Retro Approvals due at 5pm

August 27:

- #18-26 Current Timesheets, Workday BP Approvals, Lump Sum Payouts & Supplements due at 11am
- #18-26 Pay Calculation Results Report available at 12pm

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HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS / PAYROLL SERVICES

One-Time Merit Payments – Template Deadline Extended to August 22

While the Workday merit process provided a means for allocating one-time (lump sum) payments, it was restricted to funding the award from the employees' default account. Therefore, many departments were planning to award one-time merit outside of the Workday merit process. Texas A&M budget contacts were provided a template option due to the high volume of one-time merits that may be awarded for 9/1. The deadline for sending the completed template to budget@tamu.edu **has been extended to August 22, 2018**. Please note the data must be provided on separate tabs for bi-weekly and monthly employees. Contact merit@tamu.edu for a copy of the template.

One-time merits can also be processed using "Request One Time Payment" in Workday and selecting Merit Payment – Regular Budget Cycle. Please note that payments submitted using this option will route for approval as individual actions

in Workday, including routing to executive approvers/designees. Please see [One-Time Merit Payments](#) on the HR website for additional guidelines. Contact merit@tamu.edu with any questions.

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FY19 Pay Schedules & Calendars

Fiscal Year 2019 Monthly and Biweekly Pay Schedules and September 2018 through April 2019 Payroll Processing Calendars are now available on Payroll Service's [website](#). Refer to the [Payroll Processing Tools](#) for more details on items listed on the calendars such as Report Verification, Useful Reports, etc. Please distribute in your department as needed.

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Off-Cycle Payment Requests & Benefit Arrears

Note that any off-cycle emergency or non-emergency payment request received and processed by Payroll Services does not calculate or deduct benefit arrears if the employee is behind on these deductions. Arrears deductions are caught with the employees next regularly scheduled payday. Please make affected employees aware of the extra deductions to be taken.

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Recruiting/Hiring Process Tips

Reminder: Recruiting Coordinators are required to email HROE Recruitment at jobs@tamu.edu to obtain clearance for candidates before a candidate is moved to the **Offer or Background Check** stage in Workday. Failure to do so could result in delays in the hire process.

NOTE: HROE Recruitment clearance needs to be obtained for only one of these steps, not both. Clearance obtained before a candidate is moved to Offer does not require clearance before moving to Background Check (and vice versa).

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University Holidays Approved for 2018-2019

The Texas A&M System Board of Regents has approved the following schedule for University holidays for Texas A&M University and Texas A&M University Health Science Center* for fiscal year 2019:

- Thanksgiving - November 22-23, 2018
- Winter Break - December 24, 2018 – January 1, 2019
- Martin Luther King, Jr. Day - January 21, 2019
- Spring Break - March 15, 2019
- Memorial Day - May 27, 2019
- Independence Day - July 4, 2019

For information about factors considered when holidays are set visit employees.tamu.edu/benefits/leave/holidays.

*Other campuses, agencies, and universities within The Texas A&M University System may have different Schedules listed on The [A&M System Holidays webpage](#). View [student campus holidays here](#).

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CORRECTION: Communication Allowance

In the Communication Allowances document that was sent in last week's LNN, under "Changes Effective September 01, 2018" it should read: *The grandfathering of employees who were receiving a communication allowance at November 1, 2014 and earning less than \$50,000 annually is no longer applicable.*

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WELLNESS WORKS!

Please share the following information with employees in your department.

Thursday Football Game - Fitness Session Schedule

All *on-campus fitness sessions* will be **cancelled after 1pm on Thursday, August 30**.

The following classes will be held on campus **Thursday, August 30**:

- 11:45am – 12:30pm: Yoga at MSC Stark Gallery

Piranha Fitness Studio will operate according to their regular business hours and the following classes will be held on **Thursday, August 30**:

- 4:45pm – 5:30pm: Cycle at Piranha Fitness Studio
- 5:30pm – 6:30pm: Cardio Dance at Piranha Fitness Studio

A blue triangular graphic pointing upwards, containing the text "WELLNESS WORKS!" in white, bold, uppercase letters.

Classes will resume normal schedules on Friday, August 31. FREE August Interim sessions for Texas A&M faculty and staff employees will occur August 6 – August 24. For a list of class times and locations, [click here!](#) Look out for the 2018 Fall Fitness classes that begin on August 27.

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Chronic Disease Self-Management Workshop Series (6-week Commitment)

Presented by Center for Population Health and Aging

Beginning Monday, September 3 and Ending Monday, October 8 | 11:00am - 1:30pm | GSC Room 101B

Register for a FREE Active for Life® Self-Management Program. This workshop is for anyone living with an ongoing health condition such as arthritis, high blood pressure, heart disease, lung disease, diabetes, depression and obesity. Active for Life® Self-management workshops compliment clinical care and were evaluated and approved by the Center for Disease Control with positive and lasting results. Workshops meet for six weeks every Monday for about 2.5 hours. Participants will learn how to:



- Find practical ways to deal with pain, fatigue, and stress
- Dealing with difficult emotions
- Make informed treatment decisions
- Discover better nutritional and exercise choices, understand decision making processes and learn how to get a good night's sleep
- Find better ways to talk to their doctor and family about their health
- Set weekly action plans, problem solve health issues, and get needed support

**Please plan to attend all six sessions and bring your lunch!*

To register for this workshop, please contact Rachel Foster at rfoster@tamhsc.edu or 979.436.9353 no later than **Friday, August 31.**

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Interpersonal Clubs

WELLNESS WORKS! is working with a number of campus resources to establish affinity groups for Texas A&M faculty and staff employees. Let us know what type of clubs you would be interested in joining by participating in [this survey!](#) Your feedback will allow us to offer a variety of programs tailored to you!

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Naturally Slim® is Now On-Demand

Learn how to lose weight and improve your health while eating the foods you love! *WELLNESS WORKS!* is happy to announce that **Naturally Slim®** on-demand is here! Employees now have the option to apply for the program at any time of the year! This online program helps change how you eat instead of what you eat. Plus, you will improve your health and reduce your chance of developing a serious, chronic disease, like diabetes or heart disease. And, it's **free** for employees/retirees and spouses enrolled in the A&M Care, 65 PLUS or J plans! Visit the FAQs found [here](#) and apply at naturallyslim.com/tamus today!

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Employee Health and Wellness Fair – SAVE THE DATE!

November 8 | Student Recreation Center

WELLNESS WORKS! invites all faculty and staff employees to *Save the Date* for the 2018 Employee Health & Wellness Fair to be held on November 8 at the Student Recreation Center. The fair will be a come and go, conference-style event with lunch provided at the keynote session! Additionally, participants will be able to:

- Get a flu vaccine
- Participate in a sleep demonstration
- Attend employee fitness sessions
- Attend presentations on various health topics and innovations in wellness
- Win prizes
- And more!

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Division of Human Resources
& Organizational Effectiveness

Questions? HRnetwork@tamu.edu | 979.862.4153 | 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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