Ā&M HR LIAISON NETWORK NEWS

August 3, 2020 | Share the following information within your departments as appropriate.

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS
REQUIRED: Title IX Zoom Meeting for HR Liaisons
Webinar Series: Workday Staffing - A Comprehensive View of Hiring and Onboarding
COVID-19 Return to Campus Courses
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EMPLOYEE WELLNESS
Flourish Events

| *TEXAS A&M COVID-19 CAMPUS GUIDANCE* | *HROE COVID-19 UPDATES FOR EMPLOYEES* |

PAYROLL REMINDERS

August 3:
- Monthly Pay Day

August 6:
- #20-25 Retro Timesheets and Workday Retro BP Approvals due at 5:00pm

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

Payroll Processing Calendar Key
Processing Schedules
Workday Tools

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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Webinar Series: Workday Staffing - A Comprehensive View of Hiring and Onboarding
As fall approaches, we will see a tremendous increase in hiring new faculty, staff and student employees. This new four-part webinar series by Workday Services will take you through the hiring and onboarding process from beginning to end, including preparing for the hire and reporting the *no show* in Workday. Each part of this series will provide in-depth training for *new* HR support personnel learning the processes for the first time, as well as, veterans who would like to review the process in more detail. Each week we will discuss frequently asked questions, best practices in managing UINs and pitfalls to avoid along the way to make your workday more efficient. **The target audience includes HR Contacts and HR Partner; however, all HR Liaisons are strongly encouraged to participate.**

Workday Staffing Part 1: Preparing for Hire – Managing Pre-Hires and UINs
- **Description:** Part 1 of 4. In this webinar we will train you on best practices for starting a hire, checking UIN Manager, using the Workday Search feature, running the Ineligible for Rehire Report and more. Topics will include learning to identify duplicate records and pre-hire records, finding no show and ineligible for hire records, correcting pre-hire records and marking the correct pre-hire for deletion.
    - **Presenters:** Pamela Gentry, Core HR | Drew Branch, Security
    - **Date and Time:** August 5, 2020 | 1:30 – 2:30pm
    - **Link to Meeting**
    - **Dial in Audio:** 1-415-655-0003
    - **Access Code:** 145 696 0216

Workday Staffing Part 2: Hiring New Employees – A Detailed Look at the Process
- **Description:** Part 2 of 4. This webinar will detail the Hire business process from beginning to end. Topics will include understanding how to appropriately complete details of the Hire such as Annual Work Period and Disbursement Period; Job Classifications and Costing Allocations. Correcting Hire Dates and Frequently Asked Questions will also be explained with best practices discussed to avoid common pitfalls. You will also learn which reports will help you monitor relevant Hire processes in order to manage the process efficiently.
    - **Presenters:** DeAnna White, Core HR | Sri Kamarthi – Compensation
    - **Date and Time:** August 12, 2020 | 1:30 – 2:30pm
    - Link to Meeting
    - **Dial in Audio:** 1-415-655-0003
    - **Access Code:** 145 771 4636

Workday Staffing Part 3: Onboarding – Supporting the New Employee
- **Description:** Part 3 of 4. Part 3 of this series will walk you through the New Employee's onboarding experience. We will train you on how to support employees as they navigate their onboarding dashboard and make benefits elections. You will learn onboarding pitfalls to avoid and which issues impact benefits and retirement enrollment. We will also discuss appropriate reporting to monitor new employee progress as they complete their onboarding tasks.
    - **Presenters:** Pamela Gentry, Core HR | Meredith Fox – Benefits
    - **Date and Time:** August 19, 2020 | 1:30 – 2:30pm
    - Link to Meeting
    - **Dial in Audio:** 1-415-655-0003
    - **Access Code:** 145 838 2188

Workday Staffing Part 4: Report No Show – When the New Employee Never Arrives
- **Description:** Part 4 of 4. The Report No Show business process enables you to rescind the Hire event, and rescind or prevent some downstream processes for workers who do not attend their first day of work. We will also review correcting and canceling the Hire business process. This webinar will train new HR support staff on how to address this situation. Topics will include impacts to recruiting, understanding various alerts, errors and notifications as well as using appropriate reporting to monitor the process.
    - **Presenters:** DeAnna White, Core HR
    - **Date and Time:** August 26, 2020 | 1:30 – 2:30pm
    - Link to Meeting
    - **Dial in Audio:** 1-415-655-0003
    - **Access Code:** 145 507 4365

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.

Past Due System Required Web-based Training (WBT) Report

Attached is the monthly Required Training Assignments Report for System-required training. As a reminder from January, the report format changed based on feedback from multiple groups across the University to make it more meaningful, helpful, and actionable in enabling compliance.

1. The first tab is a summary of past due employees by Executive Level 2.
2. The second tab provides more detail with:
   - Filters to quickly identify specific colleges / divisions and departments with individuals who are past due
   - Highlighting those that are more than 90 days past due and more than 365 days past due.

If you have questions, please contact orgdev@tamu.edu.
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Organization Development Courses and Programs
In our continued response to Covid-19, HROE Organization Development is continuing to offer some courses remote delivery via Zoom with some programs moved to a later date. We have communicated with participants accordingly. Check out our schedule of events for more information. If you have any questions or need assistance, contact orgdev@tamu.edu.
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Remote Form I-9 - Communication to New Employees
To minimize the number of compliance issues when completing Form I-9 using remote workflow in Guardian, it is important that new employees understand the process and expectations of completing the Form I-9 remotely. Please use this EMAIL SAMPLE to communicate with employees regarding completing Remote Form I-9 using an authorized representative. The email is available on the Form I-9 Website, under Option 3 of the *Guidelines for I-9 Processors During Covid-19.* If you have any questions or need assistance, contact UIN-I9@tamu.edu.
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Overtime Flag in Workday
When working on a *Hire*, *Transfer*, or *Add Additional Job* action in Workday, make sure to use the "Include - Include in Overtime" flag when applicable in the Additional Job Classification section. If you wish to use the "Exclude – Exclude from Overtime" flag, please contact the Classification and Compensation Office for approval. Non-exempt employees are eligible for overtime under the Fair Labor Standards Act and when the "Exclude – Exclude from Overtime" flag is set up on a non-exempt position, the employee is no longer eligible for overtime pay. This also means that if the employee is dually-employed (employed in more than one position), their hours are not being combined for overtime. Please consult with the Classification and Compensation office on dually-employed individuals whose work is occasional and sporadic.

For resources on the Fair Labor Standards Act (FLSA) and overtime, please reference the FLSA FAQ's, Dual Employment FAQ's, and the Time Tracking, Overtime, and Payroll Resources document. For questions on how overtime is calculated in Workday, reference the overtime example on the HR website. For questions, please contact Classification and Compensation at 979.845.4170 or hrcomp@tamu.edu, or hschr@tamu.edu for Health Science Center departments.
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PAYROLL SERVICES

FY21 Pay Schedules and Calendars
Payroll Services is in the process of preparing the Fiscal Year 2021 (FY21) Biweekly and Monthly Pay Schedules and the Payroll Processing Calendars. We will announce their availability on our website soon.
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EMPLOYEE WELLNESS
Please share the following information with employees in your department.

Flourish Events
Congratulations on making it through another semester.
Life has been extra messy and complicated. And you've met all obstacles with courage.

You are doing a great job. Take a moment as the semester ends to soak that in. To celebrate it.

Special offerings this week:
- Flourish Readers: Where the Crawdads Sing | 8/3 |11:00am – 12:00pm
- Virtual Yell Practice | 8/6 | 11:00am – 11:15am
- Cooking with Flourish: Work/Life Integration | 8/6 | 12:00pm – 1:00pm
- Game Night | 8/6 | 5:00pm – 6:30pm
- Cancer Support Group | 8/7 | 11:00am – 12:00pm

Fitness schedule:
- Pilates | 8/3 & 8/5 | 11:45am – 12:30pm
- Foam Rolling | 8/4 & 8/6 | 7:00am – 7:30am
- Band and Ball | 8/4 | 4:45pm – 5:30pm
- Kids Dance Series: Creative Movement | 8/4 | 10:00am – 10:30am – Register here!
- Kids Dance Series: Intro to Ballet | 8/6 | 10:00am – 10:30am – Register here!
- 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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