



HR LIAISON NETWORK NEWS

August 31, 2020 | Share the following information within your departments as appropriate.

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PAYROLL REMINDERS

September 1:

- Monthly Pay Day

September 3:

- #21-01 Retro Timesheets and Workday Retro BP Approvals due at 5:00pm

September 7:

- #21-01 Current Timesheets, Workday BP Approvals, Lump Sum Payouts, PPRs & Time Off Requests due at 11:00am
- #21-01 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](#)

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**.

- **Wednesday, September 2, 2020 | 1:30pm – 2:30pm | [REGISTER](#)**

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Reminder: Sharing LNN Articles with Employees in Your Department

When you see this statement, “★ *Please share this article with employees in your department.*” in the HR Liaison Network News (LNN), **please copy and paste the article into a new email and forward it to the employees in your department.**

As partners of the Human Resources organization, HR Liaisons play an important role in helping us communicate with employees. When you forward LNN articles, it may be the only time an employee hears this news. Please help us by passing on any article with the red star statement. As you deem appropriate, you may share additional articles with your employees even if they have not been identified with the red star statement. Thank you for being our partners in supporting employees, HROE, and the university.

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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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Annual TrainTraq Assignment – Required Emergency Alert System Notification

On September 1, Texas A&M faculty and staff employees will receive an automated TrainTraq assignment to take “Required Emergency Alert System Notification” (TrainTraq course no. [2111669](#)). HR Liaisons do **not** need to assign this course or to follow up on overdue assignments. This course will not be tracked on the monthly training compliance reports.

The purpose of this online assignment is to notify employees about a state law ([Texas Education Code §51.218](#)) that requires all institutions of higher education to establish an emergency alert system (EAS) for their campus and to notify employees annually of their right to elect to participate or not participate in the EAS. Employees will access a two-page “course” (see attached screenshots) that will route them to a page on the [Code Maroon](#) web site. On the Code Maroon page, they can choose to either subscribe/change settings for message alerts or opt out. Incomplete assignments will be withdrawn 45 days after the assignment is made. If employees are already subscribed, they do not need to make changes and can close the browser. If employees have questions about how to use Code Maroon, they should either e-mail codemaroon@tamu.edu or call Help Desk Central at (979) 845-8300.

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Employee Return to Campus

At Texas A&M University, the health, wellbeing, and safety of our students, employees, and community is our top priority. As the University takes a [phased approach](#) towards a full return to work on campus, the maximum percentage of employees in any given physical location is currently set at 75% and the foreseeable plan for the fall semester is to remain under 100% until further notice. An important aspect of this phased approach is that these percentages are not absolute targets that must be achieved, but rather maximums that may be necessary for division, college, or departmental operations to effectively support University functions. If what your college/division is currently doing is working well and meeting your operational needs, there is no need to adjust your current practices. Units seeking to exceed 75% of employees in any given physical location should consult with their respective Dean or Vice President to discuss measures being taken to minimize the risk of exposure.

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★ *Please share this article with employees in your department.*

Responsibilities to Inform Supervisors of Arrest

According to Texas A&M University Rule 33.99.14.M1, *Criminal History Record Information - Employees and Applicants*, the University is strongly committed to the principle that an individual is innocent unless proven guilty. All applicants and existing employees must inform either the Appropriate University Office (AUO) or their supervisor within 24 hours of any criminal arrests, criminal charges, or criminal convictions, excluding misdemeanor traffic offenses punishable only by fine. If circumstances prevent this, as soon as the situation allows notification, the applicant or employee must provide both explanations for the delay as well as notification of

the criminal arrest or charge or criminal conviction to either the AUO or their supervisor. If you have any questions, please contact Employee Relations at Employee-Relations@tamu.edu or (979) 862-4027.

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Updates to Workers' Compensation Insurance Claims

The Texas A&M University System Workers' Compensation Insurance Program was created by the 52nd Legislature of the State of Texas to provide reasonable and necessary medical coverage and indemnity payments to employees who sustain injuries or occupational disease while in the course and scope of their employment. If an employee files a Workers' Compensation claim and later decides to seek medical treatment or starts missing intermittent periods of time from work due to an injury or illness, please contact the Employee Relations department immediately so that the incident can be updated to reflect the changes. Contact Employee Relations at Employee-Relations@tamu.edu or (979) 862-4027.

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Forward Applications for Unemployment Benefits to Employee Relations

Employee Relations has noticed that the Texas Workforce Commission (TWC) has been sending the applications for Unemployment Benefits directly to the departments rather than sending them directly to the Employment Relations department. We suspect that this is due to how the application was initially filled out. If you receive anything from TWC, please forward it immediately so we can work through our response process. There is a very limited amount of time allowed for us to respond, so we need your help ensuring that these forms reach our office as fast as possible. If you have any questions, please contact Employee Relations at Employee-Relations@tamu.edu or (979) 862-4027.

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Hiring – Recruiting Process Reminders

1. The Hire process will automatically be triggered for candidates coming through and completing the Recruiting business process in Workday. The Hire Employee business process should not be initiated for these candidates.
2. Please see Hire Employee Process – Students section below for processing hires done outside the Recruiting business process in Workday.
3. Email jobs@tamu.edu to request a candidate review prior to moving a candidate to the offer or background check step.
4. HROE Recruitment strongly encourages all recruiting documents be uploaded to the Secure Document Server when requesting reviews to make offers to candidates. This will help expedite the review process and move candidates through the process much quicker.
5. Please allow 48 hours to process Criminal Background Checks requests before sending in requests for status updates.
6. Complete section 1 of the I-9 in Guardian no later than the date of hire and section 2 no later than 3 business days after the date of hire. If you need assistance to determine whether a new I-9 or Section 3 is needed, please see the [I-9 website](#). Email UIN-I9@tamu.edu or call (979) 458-6703 for assistance.

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Hire Employee Process – Students

The following reminders are for hires done outside of the normal Recruiting business process:

1. Individuals currently active in Workday will not show up in the Existing Pre-Hire search from the Hire Employee business process.
2. Before starting the Hire Employee business process, enter the hire's UIN into the Global Search Bar (Make sure to select All of Workday under Categories). If the UIN is in use in Workday, you will see the name associated with the UIN.
 - a. If (Terminated) shows next to their name, verify that is the person you are hiring, and if so, use that name in the Existing Pre-Hire search.
 - b. If just their name shows, that indicates the person is already active in Workday and the Job Change > Add Job business process should be used (if that's your person).
3. If the UIN does not return a name (and you've selected All of Workday for your search), you can select Create a New Pre-Hire from the Hire Employee business process.
4. Please enter the UIN, Legal Name, and Guardian Pay Sequence in the comments section when entering a hire into Workday. Putting these items in the comments will help the I-9 Partner role to process your hire quicker.

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Remote Working Outside the Country

Working remotely from home in the Brazos Valley is vastly different than working from home in Europe or China. Hiring, approving current workers, or returning workers from Leave, with the intent of them working

remotely out of the country (off U.S. soil) should be reviewed with the Department Head and HROE before proceeding. There are many complexities to working off U.S. soil that should be addressed before moving forward. Please send an email with the name, UIN and employment arrangement of the employee involved to UIN-I9@tamu.edu.

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Expired Work Authorizations

HR Liaisons must routinely check their Guardian To Do List and take action as needed. When the Work Authorization for an employee has expired, a new Form I-9, Section 3 is needed. For detailed instructions, please see this [Guardian Tutorial](#).

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PAYROLL SERVICES

UPDATE - FY21 Pay Schedules and Payroll Processing Calendars

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

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Payroll Cost Transfers Closed (*From FMO*)

The Payroll Cost Transfers (PCT) process is now *closed* for FY20. Any PCT in process after Sunday night (8/23) at midnight will not complete. Although the create process is still active, the final approval is blocked. Any PCTs that were in process have been cancelled by FAMIS. You will need to re-enter when PCT process opens on September 8. Contact Martha Weeks at msweeks@tamu.edu with any questions.

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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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EMPLOYEE WELLNESS

★Please share this article with employees in your department.

Flourish Events

We've been navigating a lot of new changes the last couple weeks, so we'll keep it simple and get right to this week's highlights.

Special offerings:

- [The Pillars of Health](#) | 8/31 | 11:00am – 11:45am
- [Shop on a Budget](#) | 9/1 | 11:30am – 12:30pm
- [Game Changers Film Discussion](#) | 9/2 | 12:00pm – 1:00pm
- [Flourish Painters](#) | 9/3 | 5:00pm – 6:00pm
- [First Friday Meetup](#) | 9/4 | 5:00pm – 9:00pm

Fitness Schedule*:

- [Pilates](#) | 8/24 & 8/26 | 11:45am – 12:30pm
- [Ballet | Adult Dance](#) | 9/1 & 9/3 | 12:00pm – 12:30pm

*View our entire [fall fitness schedule](#) and the new participation procedures for [Flourish](#), [Rec Sports](#) and [Piranha](#).

Download [our app](#) by searching "FlourishTAMU" in the App Store or Google Play or access our [web app](#).

Visit our [calendar](#) or social media on [Facebook](#), [Twitter](#), and [Instagram](#) for program offerings, contests, and ways to support and connect with one another.

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ANNOUNCEMENTS

Updates to Rights, Resources, and Options Documents for Violations of System Regulation 08.01.01.

Civil Rights and Equity Investigations (CREI) has recently made updates to our Rights, Resources, and Options (RRO) documents for violations of System Regulation 08.01.01. We are asking that you save the attached RROs, print copies of them, and keep them in a place known and easily accessible for those in your office who may end up taking a report.

If a student or employee does disclose being subjected to or alleged to have committed prohibited conduct, please provide that individual with a copy of the appropriate RRO, inform them of your status as a mandatory reporter, and let them know that someone from the Department of Civil Rights and Equity Investigations will be in contact with them shortly to offer more support. As a reminder, all Texas A&M University employees are considered mandatory reporters and must report any allegations of discrimination and/or harassment. This does not apply to licensed health care personnel or sexual assault advocates who have completed a training program approved by the Attorney General of Texas when acting in these capacities. If you have questions about your status as a mandatory reporter please email civilrights@tamu.edu. If you need to make a report, you can go to <https://titleix.tamu.edu/report>.

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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
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