



# HR LIAISON NETWORK NEWS

August 5, 2019 | Share the following information within your departments as appropriate.

## HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

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## PAYROLL REMINDERS

### August 8:

- #19-25 **Retro** Timesheets & Workday Retro BP Approvals due at 5:00pm

### August 12:

- #19-25 Current Timesheets, Workday BP Approvals, Lump Sum Payouts & Supplements due at 11:00am
- #19-25 Pay Calculation Results Report available at 12:00pm

### August 13:

- #19-25 Timesheets Locked; only Timekeepers can update
- Run Timekeeper Reports
- #19-25 Pay Calculation Results Report refreshed at 10:00am

### August 14:

- Monthly **Retro** Business Process Approvals due at 5:00pm

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

## HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

### 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.

- Employees will be credited a total of 4 hours of early release time.
- 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).

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### **Request One-Time Payment Business Process Scheduled Payment Date**

The *Request One-Time Payment* business process has been updated to allow multiple One-Time Payments to be scheduled on the same business process. In this update, a new field called “Scheduled Payment Date” has been added and is used for future effective dated payments when multiple payments are scheduled. The Scheduled Payment Date field only needs to be changed if it is different from the Effective Date. When processing One-Time Payments, please be aware that the Scheduled Payment Date does not reflect the date that the payment will be paid. The date listed is the date the payment is effective, but it will be paid on the next pay date if the business process is completed before the Payroll deadline. Workday Services has updated the One-Time Payment job aid, which can be found at ["Workday Help"](#) in your Single Sign-On (SSO) menu.

For One-Time Payments that have been processed in Workday and need to be corrected or rescinded, email Classification and Compensation at [hrcomp@tamu.edu](mailto:hrcomp@tamu.edu). For questions regarding missed payments on the expected pay date, contact Payroll Processing at [payrollprocessing@tamu.edu](mailto:payrollprocessing@tamu.edu) or 979.845.2711.

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### **Leading Others Program Launch**

Last fall, HROE started on a journey to transform how we develop Texas A&M employees. One of the priorities was improving leadership development.

After a tremendously successful pilot this past spring, we are pleased to announce the launch of *Leading Others* – one level of Texas A&M’s new progressive leadership development framework. *Leading Others* is for emerging leaders or leaders of individual contributors (formal or informal). The intent is to help one transition from being an individual performer to leading a group of people. See the attached documents for more information.

We are now accepting nominations for the inaugural cohort kicking off this fall. The learning journey, program schedule, and nomination form are attached for your review. Complete one nomination form for each candidate, scan, and email it as an attachment to [PDinfo@tamu.edu](mailto:PDinfo@tamu.edu). Submit the nomination form, with all appropriate signatures, no later than August 12, 2019 for the Fall 2019 cohort.

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### **New Employee Welcome (TAMU NEW) Session Wednesday, August 14 – Please Register by Friday, August 9**

*Please forward this information to all hiring supervisors and encourage them to register their new employees.* The next session of *New Employee Welcome (TAMU NEW) Session* will be held Wednesday, August 14 from 9:30 a.m. to 2:00 p.m. (lunch included) in the General Services Complex. All employees welcome. Employees can register online at: <http://training.tamu.edu/schedule/#EmployeeOrientations>. If you would like to hold a seat for an incoming employee who is not yet on TrainTraq, please call 979.845.4153.

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### **Training Compliance Reports for August – As of August 1, 2019**

Attached is the monthly Required Employee Training Assignments Report for System-required employee training. Please check TrainTraq for pending assignments for your department’s employees. If you have questions, please contact [pdinfo@tamu.edu](mailto:pdinfo@tamu.edu).

#### *Summary*

- The total number of past due assignments decreased 28.6% from 2125 to 1518.
- The total number of past due employees decreased 29.3% from 1133 to 801.
- The total number of past due Faculty employees increased 0.4% from 269 to 270.
- The total number of past due Budgeted Staff employees decreased 2.9% from 138 to 134.
- The total number of past due Wage Staff employees decreased 61.7% from 533 to 204.
- The total number of past due Graduate Assistant employees increased 82.4% from 17 to 31.

- The total number of past due Student Worker employees decreased 8.0% from 176 to 162.

#### Required Employee Training Compliance Key Performance Measure

- Percentage of employees in M Workstation ADLOCs up-to-date or current on five required courses:
  - Creating a Discrimination-Free Workplace, EEO – 98.3%
  - Ethics – 98.2%
  - Information Security Awareness – 97.3%
  - Orientation to the A&M System – 99.3%
  - Reporting Fraud, Waste and Abuse – 99.1%
  - Required Training for Athletics Task Workers – 90.4%

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## PAYROLL SERVICES

### FY20 Payroll Processing Calendars

Fiscal Year 2020 Payroll Processing Calendars for September through November 2019 are now available on the Payroll Services [website](#). Refer to the Payroll Processing Calendar Key for details of the various calendar items. The FY20 Biweekly & Monthly Pay Schedules will be available soon.

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## WELLNESS WORKS!

*Please share the following information with employees in your department.*

### Upcoming Events

- The [August Interim Fitness Schedule](#) is now available (effective August 5 – 23).
- **Summer Kickball League Playoffs**  
Join us for the 2019 **WELLNESS WORKS!** Kickball Semi-finals, 3rd Place Game, and Championship Game happening this Tuesday, August 6! The four teams playing in the Semi-Finals at 7:15 pm are:
  - CSAS Crushers VS Rec Stars
  - UCenter Fielders VS EIS Ballbarians



The winners of the Semi-Finals will play each other in the Championship game at 8:00pm. The defeated teams will play each other in the 3rd place game at 8:00pm. Support your colleagues and join us at the Penberthy South Intramural Fields 2 & 3. Click [here](#) for more information about the league!

- **FREE On-Campus Financial Consultations – [RSVP Here](#)**

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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)

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