



HR LIAISON NETWORK NEWS

December 14, 2020 | Share the following information within your departments as appropriate.

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PAYROLL REMINDERS

December 14:

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

December 15:

- Monthly Pay Calculation Results Report refreshed at 10:00am
- Current Monthly BP Approvals due at 5:00pm
- #21-09 Retro Timesheets and Workday Retro BP Approvals due at 5:00pm

December 16:

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

December 17:

- #21-09 Current Timesheets, Workday BP Approvals, Lump Sum Payouts, PPRs & Time Off Requests due at 11:00am
- #21-09 Pay Calculation Results Report available at 12:00pm
- Monthly Final Pay Calculation Results Report available at 2:00pm

December 18:

- #21-08 Biweekly Pay Day
- #21-09 Pay Calculation Results Report refreshed at 10:00am
- #21-09 Timesheets Locked; only Timekeepers can update
- Run Timekeeper Reports

December 21:

- #21-09 BW Final Pay Calculation Results Report available at 2:00pm

January 4:

- Monthly Pay Day
- #21-09 Biweekly Pay Day

January 7:

- #21-10 Retro Timesheets and Workday Retro BP Approvals due at 5:00pm

[Payroll Processing Calendar Key](#)
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HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

Reminder: Student Status Positions and Placement in Temporary/Casual Positions

If certain criteria are met, workers in a student status (graduate or undergraduate) may be placed in a temporary/casual position without posting. Each component must be met:

- The student employee can no longer be employed in a student title due to graduation or other circumstances that prevent a student title from continuing to be used, and
- The employing department has a business need to continue the former student's employment in the same capacity without a break in service, and
- The employment is in a temporary/casual position not to exceed duration of 4.5 months, usually within the same fiscal year.

Departments do not need to create or transfer to a Program Aide position. Instead, this request may be processed using **Change Job** and selecting Data Change – Position Title Change for the reason. The Job Profile will need to be updated to Program Aide, and the Worker Sub-Type will need to change to Temporary/Casual. Departments should update the annual work period to cover the appropriate time period worked. Workday will require that the department indicate an end date on which the temporary employment will close. In these instances, a Criminal Background Check is not required. For further information regarding temporary/casual positions, please reference the [Temporary/Casual Position Guidelines](#) on the HR website.

Special Note: Students who graduated in August 2020 and were placed in a temporary/casual position without posting the position have now exceeded the 4.5 months duration for that extended employment. If you still have former students in temporary/casual positions, please take appropriate action so that the duration does not exceed 4.5 months.

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Honor Due Dates for Unemployment Claims

As the holiday approaches, it is important that the departmental HR Liaison responds to each request set forth by HROE-Employee Relations Department by the requested **due date** relating to all Texas Workforce Commission (TWC) unemployment claims. Your immediate response will ensure Texas A&M University is protecting the appeal rights, determinations, and identifying fraudulent applications. If you have questions, please contact us at Employee-Relations@tamu.edu or 979.862.4027.

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★Please share this article with employees in your department.

Early Release Tuesday, December 22, at Noon

Winter break is coming! The break will run from December 23, 2020 – January 1, 2021 with an early release of all personnel, unless otherwise designated, on Tuesday, December 22, at noon. If you are unsure of your status, please consult with your supervisor. Leave time previously authorized will be reinstated for leave-eligible employees. For additional information regarding early release time, visit the [Special Holidays and Early Release webpage](#).

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REMINDER: Guardian New Navigation Options and E-Verify Module

The refined E-Verify experience and additional navigation changes will be going into effect TOMORROW **December 15** during Guardian's standard maintenance window (10:00PM MST). [Updated tutorials](#) are now available.

In addition to the roll out of the improved E-Verify items, LawLogix will be releasing a new employee experience. The experience is an in-depth overhaul of the new employee hiring workflow, redesigned for easier navigation and better multi-device support. The upgrade itself will not change the core functionality of the I-9 process but refine it to be easier to use.

The upgraded workflow is launching **December 29**. Updated tutorials are being developed that will highlight the

changes and should be available soon. In the meantime, you can [register for a preview webinar for more detailed information.](#)

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Active Candidates on Filled Job Requisitions

Part of Workday functionality allows candidates to stay in an active status after the job requisition has been filled. Candidates who were not selected need to be manually dispositioned by the Recruiting Coordinator, otherwise the candidates will not be notified of their status.

As we approach the end of 2020, please take a look at the job requisitions you have filled during the past year to ensure all candidates have been dispositioned appropriately. Run the **Manage Job Requisition** report from Workday for your area of responsibility. Under the column “*Count of Active Candidates*”, if you see more than 1, that means there are still candidates that have not been fully dispositioned on that job requisition. You should review each job requisition by clicking on the job requisition link provided in the report. Contact jobs@tamu.edu if you have any questions or need assistance.

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Workday Training Updates

Weeks of November 23 and 30, 2020 - Workday Training changes have been posted online. The recent updates include job aids on Managing Security Role Assignments and Job Application Process and an Assignable Roles for Security and Custom Other IDs reference guides.

Week of December 7, 2020 - Workday Training changes have been posted online. The recent updates include job aids on Assign Costing Allocations, Certify Dependents, Add Additional Job and Assignable Roles for Security in Workday reference guides.

Full details about these updates are found on the [Workday Weekly Updates](#) website.

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COVID-19 Return to Campus Courses – If not yet taken:

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](#); **updated.**
- [2114131 : Safe Practices for Returning to the Office During the COVID-19 Pandemic](#)

These will be automatically assigned to all new employees.

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Retake COVID-19 Course Due Before Returning to Campus in January 2021

One of the COVID courses in TrainTraQ, [2114130 : Protocol and Certification for System Member Employees](#), was updated; and, employees are required to retake the course before returning to work on campus (regular worksite) **in January 2021**. This requirement also applies to employees who have continued to work onsite. The course was **automatically reassigned** to all employees at TAMU (including Main, Qatar, and HSC) **on December 10**. Current employees who completed the Safe Practices course will not be required to retake that course.

[Spanish versions are also available](#) for these courses. 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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PAYROLL SERVICES

★Please share this article with managers, employees, timekeepers and business process approvers in your department.

Upcoming Payroll Deadlines and Estimated Hours

There are numerous days ahead with early and multiple payroll deadlines. Please see the partial list under “Payroll Reminders” at the top of this newsletter; refer to the [December 2020 calendar](#) on the Payroll Services website for the full schedule. Benefit-eligible biweekly paid employees without sufficient accrued time should not

be allowed to estimate time. It is advised that non-benefit eligible employees such as students, GANTS, and temp/casual employees not be allowed to estimate time. Missed hours and other timesheet corrections can be added to a timesheet up to three prior pay periods and resubmitted to the manager for approval and payment at a later date. Please notify your employees, managers and timekeepers of the earlier deadlines and plan accordingly. **Note:** Timesheets and business processes approved after deadlines will pay on the employees next regularly scheduled payday, starting with the January 15 biweekly payday.

- **Biweekly Pay Period #21-09 Retro– Early Deadlines**
Due to the upcoming Winter Break Holidays, the biweekly pay period #21-09 **Retro** Timesheets & Business Process approvals have an earlier deadline of Tuesday, December 15 at 5:00pm.
- **Biweekly Pay Period #21-09 Current Timesheets – Accelerated Schedule and Estimated Hours**
With the upcoming Winter Break approaching, biweekly pay period #21-09 requires early submission of timesheets to meet deadlines. Current timesheets for biweekly pay period #21-09 are due December 17 at 11:00am but the pay period does not end until December 26 which means estimated time payday will be January 4.

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★Please share this article with employees in your department.

January 4, 2021 Payment Date for Monthly and Biweekly Payroll

Due to the Winter Break, Payroll Services will not be able to mail paper checks associated with the monthly and biweekly payment date of January 4, 2021 until January 4, 2021. We strongly encourage employees to sign up for direct deposit to prevent any delays in receiving their pay associated with the January 4, 2021 payment date.

Here are detailed instructions on how to enroll in direct deposit from your home screen within Workday:

1. Click the Pay Application
2. Select Payment Elections
3. Click Add
4. In the Account Information section add the following:
 - a. Account Nickname. Workday Services recommends you use this to distinguish between accounts
 - b. Routing Transit Number. This is a 9-digit number found on a check, deposit slip or in your banking information online
 - c. Bank Name. This is the name of your Bank (e.g. Bank of America)
 - d. Account Type. Select Checking or Savings
 - e. Account Number. The is located on a check, deposit slip or in your banking information online
5. Click OK

The bank account now appears in the Accounts section and is automatically linked to your direct deposit under the Payment Elections section.

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Biweekly and Monthly Off-Cycle Emergency Payment Requests

The #21-08 (Nov 29-Dec 12) Biweekly Final Pay Calculation Results Report will be available at 2:00pm on Friday, December 11. The payday for this period is Friday, December 18. After the final results are available, please review the report to check for any missed regular pay. Requests for Off-Cycle Emergency Payments must be received no later than Friday, December 18 at 10:00am in order to have adequate time to process them before Winter Break. Late requests will be processed after the Winter Break.

The Monthly Final Pay Calculation Results Report will be available at 2:00pm on Thursday, December 17. The payday for this period is Monday, January 4. After the final results are available, please review the report to check for any missed salary pay. Requests for Off-Cycle Emergency Payment can be submitted after December 17, but we will not be able to begin processing them until after we return from Winter Break on January 4.

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Holiday Pay

As per System Regulation 31.04.01 System Holidays Section 1.3, if an employee has unpaid Time Off for the entire workday immediately before or after a holiday, they **should not** be compensated for the holiday(s). The employee or Absence Partner should submit Unpaid Time Off to make sure the employee is not paid for the holiday(s).

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EMPLOYEE WELLNESS

★Please share this article with employees in your department.

Flourish Events

There's only **8 days left** until winter break...Which means only eight more days until you get a break from all the zoom meetings.

Coming soon in February 2021: an upgraded Flourish website and app. Be on the lookout for sneak peeks and teasers throughout the month of January.

Even though Flourish programs are on hiatus as we ramp up for the spring, check out our [winter interim fitness schedule](#).

Visit our social media on [Facebook](#), [Twitter](#), and [Instagram](#) for contests, connecting with one another, and more.
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ANNOUNCEMENTS

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President's Meritorious Service Awards Nominations Open January 11

Nominations for the 34th Annual President's Meritorious Service Awards will open January 11 and close January 29. These prestigious awards recognize and reward outstanding staff members who have demonstrated their commitment to the Aggie core values of excellence, integrity, leadership, loyalty, respect and selfless service. Visit employees.tamu.edu/pmsa in January for the award nomination process and consider nominating a deserving Aggie Staff member, a team, or a supervisor for this award.

Save the date for the President's Meritorious Service Awards recognition ceremony which is scheduled for Monday, April 19, 2021.

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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

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