



HR LIAISON NETWORK NEWS

December 16, 2019 | Share the following information within your departments as appropriate.

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PAYROLL REMINDERS

December 16:

- Monthly Pay Calculation Results Report refreshed at 10:00am
- Current Monthly BP Approvals due at 5:00pm

December 17:

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

December 18:

- #20-09 Current Timesheets, Workday BP Approvals, Lump Sum Payouts & PPRs due at 11:00am
- #20-09 Pay Calculation Results Report available at 12:00pm
- Monthly Final Pay Calculation Results Report available at 2:00pm

December 19:

- #20-09 Timesheets Locked; only Timekeepers can update
- Run Timekeeper Reports
- #20-09 Pay Calculation Results Report refreshed at 10:00am

December 20:

- #20-08 Biweekly Pay Day
- #20-09 BW Final Pay Calculation Results Report available at 2:00pm

January 2:

- Monthly Pay Day

January 3:

- #20-09 Biweekly Pay Day

January 9:

- #20-10 **Retro** Timesheets and Workday Retro BP Approvals due at 5:00pm

[Payroll Processing Calendar Key](#)

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Reminder – FLSA Overtime Regulations Update

Individual email notifications were sent on Wednesday, December 4th to employees who are impacted by the new Fair Labor Standards Act (FLSA) overtime regulations, as well as their supervisors. HR Liaisons should follow these [step-by-step instructions](#) to initiate the change in Workday for employees becoming hourly and non-exempt on December 29, 2019. **It is very important that the Workday process is completed no later than December 17, 2019 to assure accuracy of the employee's December pay for the January 2 pay date.** Employees changing to biweekly will have a slightly lower December pay (by two working days, December 30 and 31). These days will be picked up on the biweekly pay period beginning December 29.

For those employees getting pay increases to the new FLSA Salary Minimum for Exemption, HR Liaisons should follow these [step-by-step instructions](#) to implement pay changes for employees getting a pay increase to the new FLSA salary minimum (\$2,964 per month) or to \$3,000 per month (per \$36,000 required minimum for Postdoctoral Research Associates). Also included are suggested templates for approval memos and notification to the employee.

Please continue to submit any questions to hrcomp@tamu.edu or hschr@tamu.edu so that we can plan for additional employee/supervisor resources that may be needed to ease the transition. Additional Zoom informational and working hours sessions have been added for the week of December 16-20 and January 6-10, 2020. Registration is now available in [TrainTraq](#).

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UIN – Create New or Use Existing?

There should be only one UIN per person – student, employee, contingent worker, dependent – and the first UIN created is the 'good' UIN. To find out if a UIN already exists, please **utilize the available resources**, such as *UIN Manager*, *UIN Search*, *Workday Search* and *Candidate Application*, **before creating a new one**. New UINs should only be created after verifying no matching records exist for the new hire in Workday.

For more information regarding UINs, please review the *Spotlight on UINs* slide deck, video and Q&A document available in [Workday Help](#) in the Education section under Webinars. If you need UIN assistance, please email UIN-I9@tamu.edu.

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New Hire Access to SSO

New hires are granted access to login to Single Sign On (SSO) after the *TO DO: Get the UIN and Edit the Employee ID* task is completed in Workday. An overnight feed to SSO flags the record as a worker record according to the following parameters:

- If the worker is **within 45 days** (in the future of their start date), the worker will become a pre-employee and gain access to Workday on their SSO menu the next morning.
- If the worker is **not within 45 days**, they will remain an affiliate record until they reach the 45 days.
- If the worker's **start date is today or in the future**, they will become an employee and gain access to Workday and any other employee related application on their SSO menu.
- If the worker is a **returning employee that already had an existing account in SSO but not in Workday**, there is an additional ID that needs to be updated in Workday. Workday Services (System Office) gets a report every morning that will reflect the employees needing an additional ID. The worker will not show on the report until the following morning after their hire date. These are the only hires that have a slight delay.

For more information, please review the *Spotlight on UINs* webinar available in [Workday Help](#). If you need assistance with the UIN, please email UIN-I9@tamu.edu.

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Time Tracking in Workday

All HR Liaisons, especially those in the **Timekeeper** role, are encouraged to review the webinar *It's About Time*. The slide deck, video and Q&A document are available in [Workday Help](#) in the Education section under Webinars. Topics covered include the following:

- Functionality and New Features
 - Key Terms
 - Time Entry Template Assignments
 - In/Out and Project Time Entry Basics
 - Options for Entering Time
 - Calculations, Overtime and Work Schedules
- FAQs and Troubleshooting

- Unable to Enter Time
- Hours Did Not Pay
- Time Block History
- Worker History
- Reminders
- Reports

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Workday Update – Week of December 9

Workday Updates have been posted online. This week's updates include Citizenship, Assign Pay Group in Change Job, Other IDs, new step in Termination, One-Time Payments, new Quick Reference Guides, WebEx Decks for Summer Appointments and new eLearning for Costing Allocations. Full details about these updates are found on the [Workday Weekly Updates webpage](#).

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Leading Others Program: Now Accepting Nominations for the Next Cohort

Last year Human Resources & Organizational Effectiveness started on a journey to **transform how we develop Texas A&M employees**. One of the priorities was improving leadership development.

The first program developed and launched is 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 document for more information.

The inaugural cohort kicked off in September and are scheduled to graduate in February 2020; and, we are now accepting nominations for the next cohort kicking off this spring. The nomination form along with the program's learning journey and high level schedule are attached. Complete one nomination form for each candidate, scan, and email it as an attachment to PDinfo@tamu.edu. The nomination form, with all appropriate signatures, should be submitted no later than January 22, 2020 for the spring 2020 cohort. Contact PDinfo@tamu.edu with any questions.

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PAYROLL SERVICES

Biweekly & Monthly Off-Cycle Check Requests

The **#20-08 Biweekly** Final Pay Calculation Results Report will be available at 2:00pm on Friday, December 13th. The payday for this period is Friday, December 20th. After the final results are available, please review the report to check for any missed regular pay. Requests for Off-Cycle Paper Checks must be received **no later than Wednesday, December 18th at 3:00pm** in order to have adequate time to prepare them for pick-up on Friday, December 20th. Late requests will be processed after the Winter Break.

The **1.02.2020 Monthly** Final Pay Calculation Results Report will be available at 2:00pm on Wednesday, December 18th. The payday for this period is Thursday, January 2nd. After the final results are available, please review the report to check for any missed salary pay. Requests for Off-Cycle Paper Checks must be received **no later than Thursday, January 2nd at 10:00am** for pickup that afternoon. Late requests with no errors will be processed on the next business day.

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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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Upcoming Payroll Deadlines & Estimated Hours

Benefit eligible biweekly paid employees without sufficient accrued time should not be allowed to estimate time. Non-benefit eligible employees such as students, GANTS, and temp/casual employees should never 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 17th biweekly payday.

- **Biweekly Pay Period #20-09 Current Timesheets – Accelerated Schedule & Estimated Hours**
With the upcoming Winter Break approaching, biweekly pay period #20-09 requires early submission of timesheets to meet deadlines. Current timesheets for biweekly pay period #20-09 are due December 18th at 11:00am but the pay period doesn't end until December 28th which means estimated time, payday will be January 3rd.

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January 2 and January 3 Payday

Departments that usually receive their payroll checks in campus mail will need to pick up the departmental envelopes in the Payroll Office on the monthly payday of January 2 and biweekly payday of January 3. If you are not sure if your department has checks, please call 979.845.2711.

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December 20, 2019 Biweekly Pay Day

Please share this information with employees in your department.

Due to early release on Friday, December 20, 2019, individual payroll checks need to be picked up at Payroll Services by 12:00pm. Payroll Services will close at 12:00pm and reopen Thursday, January 2, 2020 at 8:00am due to the Winter Break.

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WELLNESS WORKS!

Please share the following information with employees in your department.



'Two-Step' to the lowest monthly premium? – Yes, please!

A new *Two-Step* wellness program for A&M System Care Plan members has been recently launched. Through the new *Two-Step* program, plan members engage in health-promoting activities based on unique member risk and identified benefit interests via a personalized checklist. In order to earn the lowest premium for the current benefit plan year, all incentive eligible members and their covered spouses will need to complete **two health and wellness activities** from their personalized MyEvide checklist by **June 30, 2020**. For additional information about the new *Two-Step* program, please review the [FAQ](#) on our website.

You can start completing activities from your MyEvide checklist today. Just click the '**Check My Two-Step Wellness Program Status**' card in MyEvide to find fun and new interactive options like [HealthQuests](#), Well onTarget self-management programs, and more! Check your status anytime on your [MyEvide app](#).

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Flourish at Texas A&M – Coming in 2020!

We are excited to announce that Flourish at Texas A&M will launch in January 2020! This program will replace *WELLNESS WORKS!* as the new official employee wellbeing and engagement program for Texas A&M. Spearheaded by President and Mrs. Young, Flourish is designed to ensure Texas A&M employees are living their best lives by aligning their time at work with their overall wellbeing by offering opportunities to explore employee interests, build community, and be in service to others.

Watch for more details about Flourish at Texas A&M in January 2020. Until then, you can join the Flourish community and stay in the know about classes and events by [pre-registering for the mobile Flourish App](#). Contact flourish@tamu.edu for more details.

Thank you all for your support of *WELLNESS WORKS!* over the years. Now, we encourage each of you to go forward and Flourish at Texas A&M!

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ANNOUNCEMENTS

Early release at noon, Friday, December 20

With approval from The Texas A&M University System, President Young has authorized the early release of nonessential personnel at noon on Friday, December 20. 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 our [Special Holidays & Early Release webpage](#).



Division of Human Resources
& Organizational Effectiveness

QUESTIONS? 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

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