



HR LIAISON NETWORK NEWS

December 2, 2019 | Share the following information within your departments as appropriate.

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PAYROLL REMINDERS

December 2:

- Monthly Pay Day
- #20-07 Current Timesheets, Workday BP Approvals, Lump Sum Payouts & PPRs due at 11:00am
- #20-07 Pay Calculation Results Report available at 12:00pm

December 3:

- #20-07 Timesheets Locked; only Timekeepers can update
- Run Timekeeper Reports
- #20-07 Pay Calculation Results Report refreshed at 10:00am

December 4:

- #20-07 BW Final Pay Calculation Results Report available at 2:00pm

December 6:

- #20-07 Biweekly Pay Day

December 9:

- #20-08 **Retro** Timesheets and Workday Retro BP Approvals due at 5:00pm

December 10:

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

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

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

HR Liaison: Form I-9 and Guardian Training Now Available

This course will cover Form I-9 basics as well as a general review of how to use Guardian to complete form I-9s. This course is recommended for all I-9 Processors, regardless of years of experience. Sections of this course are open for registration for December 3rd and 9th in [TrainTraq](#). Please send any questions to UIN-I9@tamu.edu,

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Xref Training

Additional training sessions via Zoom have been scheduled for this week. Please click [here](#) to see the upcoming training opportunities. Visit our website for [more information](#) about Xref. Please send any questions to jobs@tamu.edu with Xref in the subject line.



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Workday Training Updates for the Week of November 18, 2019

- Updated Job Aids
 - *Leave of Absence* – added information regarding the importance of talking to the Absence and Benefit Partners before an Employee initiates a Leave of Absence
 - *Managing Your Time Off* – added information regarding how far back corrections could be made and updated FMLA section
- New Reference Guide
 - *Leave of Absence (Benefit Partner)* – this guide will explain what action a Benefit Partner will need to take when an employee is taking a Leave of Absence (COMING SOON!)
- New WebEx Deck / Recordings
 - *It's About Time* – provides information on functionality and new features related to timekeeping tasks; discusses key terms, time entry template assignments and the basics of time entries, calculations, overtime and work schedules; frequently asked questions and troubleshooting tips are also shared; the Q&A is expected to be posted soon
 - *Spotlight on Costing Allocations* – deck, video and Q&A posted; explains how costing allocations are set up within Workday, the various levels of costing allocations, the key components of the task, and how costing allocations function within Workday and FAMIS
- Updated eLearning
 - *Working in Workday* – continuing to work on edits

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Workday Services Education and Training: December Webinar

Please join us for the following Workday Services webinar. This event is open to all, but content will focus on the security roles listed with the webinar description.

NOTE: HROE encourages all **HR Contacts** that work with Faculty and Graduate Assistants to join the webinar.

Workday Wednesday: Summer Appointments | December 11, 2019 | 10:30am-11:30am

Description: This webinar will review *best practices for extending appointments of Faculty and Graduate Assistants into the summer semester. Guidance will be given on the recommended staffing events and any compensation, benefits or payroll implications.* An update on the *impact to FAMIS encumbrance and how you can best manage budgets* will also be provided during the session.

Target Audience: HR Partner, Benefits Partner, Payroll Partner, Budget Partner

Link to Meeting: <https://tamus.webex.com/tamus/j.php?MTID=m3183eeb8ea4cf0fbb484af57bcf91440>

Password: Workday

Dial in Audio: 1-415-655-0003

Access Code: 927 168 241

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PAYROLL SERVICES

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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Upcoming Payroll Deadlines & Estimated Hours

There are numerous days ahead with multiple payroll deadlines. Please see the partial list under “Payroll Reminders” at the top of this newsletter; refer to the [calendar](#) on the Payroll website for the full schedule. 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 #20-08 & Monthly Retro– Early Deadlines**

Due to the upcoming Winter Break Holidays, the biweekly pay period #20-08 **Retro** Timesheets & Business Process approvals have an earlier deadline of Monday, December 9th at 5:00pm. The Monthly **Retro** Business Process approvals have an earlier deadline of Tuesday, December 10th at 5:00pm. Please inform your managers, employees, timekeepers and business process approvers of these changes.

- **Biweekly Pay Period #20-08 & #20-09 Current Timesheets – Accelerated Schedule & Estimated Hours**

With the upcoming Winter Break approaching, biweekly pay period #20-08 & #20-09 require early submission of timesheets to meet deadlines. Current timesheets for biweekly pay period #20-08 are due December 11th at 11:00am but the pay period doesn't end until December 14th which means estimated time, payday will be December 20th. 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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Payroll Services Staff Out of Office on Thursday, December 5th from 11am to 3pm

Payroll Services staff will be out of the office on Thursday, December 5th for their annual Holiday Lunch. GSC Suite 1201 will be open and student assistants will be available at the front desk to hand out checks, answer basic questions, take messages, and collect packages. All emails/calls will be returned after 3pm on Thursday, or as soon as possible on Friday. If you have an urgent matter and/or need immediate assistance on December 5th during this time, please call 979.845.2711 and leave a message.

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WELLNESS WORKS!

Please share the following information with employees in your department.



Be of Sound Finances: Financial Counseling

Lincoln Financial, TIAA Financial, and AIG Retirement Services offer Texas A&M University employees no-cost, one-on-one consultations with their financial/retirement advisors. Private consultations are located in Suite 1201 of the [General Services Complex](#) or room L524 in the lower level of the [Memorial Student Center](#). RSVP for your consultation today!

- **Lincoln Financial Group – [RSVP](#)**
Wednesday, December 4
9:30am – 1:30pm | GSC 1201
- **TIAA Financial Group – [RSVP](#)**
Wednesday, December 4 Thursday, December 5
8:30am – 11:30am | GSC 1201
- **AIG Financial – [RSVP](#)**
Tuesday, January 28
8:30am-11:30am | MSC L524

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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](#). Staff and faculty who register for the Flourish App before midnight on Thursday, December 12 will be entered for a chance to win a wellness package that includes first edition Flourish swag, administrative leave, and a catered lunch for you and your co-workers! 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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Be of Service: Food Drive

Presented by Flourish @ Texas A&M

December 2 & 3 | [Rec Center](#)

Flourish is collecting canned goods for KBTX's Food for Families food drive! Cans will be collected at the Student REC Center's lobby.

Contact flourish@tamu.edu for more information. Not sure what to bring? [View the list!](#)

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Be of Gratitude: A Skill for Happier Living

Presented by ComPsych

Thursday, December 5 | 11:00am

This webex is for those who would like to feel better about themselves, their situation, and the people in their lives. Gratitude is a skill anyone can learn as an alternative to regret and fear. We can focus on the positive elements of our lives with a few simple practices. Rather than being grateful because we "ought to," we can choose gratitude as a way of looking forward to each day. [Register here!](#)

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Be of Community: Holly Jolly Holiday

Presented by Flourish @ Texas A&M

Thursday, December 12

3:00pm – 7:00pm

[The Gardens Pavilion](#)

Santa Claus is coming to the Gardens! Join us for the Holly Jolly Holidays end of year celebration hosted by Flourish at Texas A&M and The Gardens!

Enjoy hot chocolate, cookies, and walk through the lighted display. Do not forget to visit and take photos with Santa! Bring your office team, family, and pets*! Parking is available with any university parking pass in Lot 100C.

**All leashed pets are welcome; please remember to clean up after them.*

[RSVP on Facebook for the event!](#)

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ANNOUNCEMENTS

Nominating Students for Student Employee of the Year

Sent on behalf of the Student Employment Office

Not sure what is the most effective way to write a nomination for Student Employee of the Year?

Join The Student Employment Office on December 3, for a workshop on how to craft an impressive nomination. The workshop led by Jennifer Hancock, Program Coordinator for the Division of Enrollment & Academic Services, will focus on educating attendees on how to incorporate examples to describe exemplary work, rather than simply using adjectives and praise.

Space is limited, so [register](#) now.

Date: December 3, 2019

Time: 1:00pm-2:30pm

Where: Pavilion Room 236

If you are not able to attend in person, this workshop will also be available live via Zoom. If you are joining us by Zoom, please DO NOT register through ERS, for this registration is reserved for face-to-face attendants. You can join the Zoom Meeting here at <https://tamu.zoom.us/j/541505231>. The meeting ID is **541 505 231**.

For more information on the eligibility criteria for Student Employee of the Year, visit <https://jobsforaggies.tamu.edu/Student-Employment-Week/National-Student-Employment-Week.aspx>. Please note that the link to nominate your student employee will also be located here, but not available until January 4, 2020.

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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/liasons

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