



HR LIAISON NETWORK NEWS

December 21, 2020 | Share the following information within your departments as appropriate.

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PAYROLL REMINDERS

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

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HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

Employee COVID-19 Testing Requirement - Virtual Q&A Session for Liaisons

Last Friday, HROE hosted a Question and Answer session for HR Liaisons (supervisors may attend as well) on the recently announced COVID-19 Testing Requirement for all TAMU employees in Bryan-College Station. We would like to thank all who were able to participate on such short notice. For those who participated, Dr. Shawn Gibbs kindly asks for your assistance in completing a short survey that is part of his NIEHS training program requirements – survey found [here](#).

For those who were unable to attend Friday's session, we are hosting a second session in early January. We ask that all session participants review the information contained in the [testing FAQs posted online](#). Come prepared to ask questions you may have about the employee testing requirement. This session is not intended to be a formal training session; however, it is an opportunity to hear the types of questions that your colleagues may raise. At the beginning of the meeting, we will have the opportunity to hear from [Dr. Shawn Gibbs, who was recently appointed to lead the University's response to COVID-19](#).

Tuesday, January 5, 2021

When: 10:30 AM – 12:00 PM Central Time (US and Canada)

Register in advance for this meeting:

https://tamu.zoom.us/meeting/register/tJwsceCpqT0jHde_KqLThxEJHH6mEuiLpnS9

After registering, you will receive a confirmation email containing information about joining the meeting.

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Temporary Overlap Staff Jobs - Webpage Updated

If a department has an employee who is retiring or leaving the University, and the department would like to hire their replacement before the current employee's departure, they need to create a temporary overlap staff job in Workday. The department must create a temporary overlap staff job as two employees cannot be in the same position number in Workday. The business process for temporary overlap staff jobs has been revised to establish standards to maximize efficiencies, promote best practices, and simplify the user experience. The Temporary Overlap Staff Jobs webpage has been updated to include the new streamlined and simplified option when the employment, supervisor, and position description will remain the same for the employee who is retiring or leaving the University.

For resources on the revised Temporary Overlap Staff Jobs business process including the new option, please reference the [Temporary Overlap Staff Jobs](#) website. For additional job questions, please contact Classification and Compensation at 979.845.4170 or hrcomp@tamu.edu, or hschr@tamu.edu for Health Science Center departments.

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Termination of Student Employees Who Have Graduated

As the semester ends, departments should terminate students who have graduated. This is particularly important for foreign students with work authorizations set to expire in the new year. Please check your Guardian To Do List, and take action as needed to either request new work authorization documents to update the employee's Form I-9, or terminate the employee in Workday.

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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 non-essential personnel 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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Workday Services Education: January Webinars

Please join us for the following Workday Services webinars in January! These events are open to all, but content will focus on the security role listed within the webinar description. These events can be downloaded to Microsoft Outlook by navigating to the Workday Education [Calendar](#), select the webinar you would like to add and click on the ical export icon.

[Students as Employees](#)

When: January 13, 2021

Time: 10:30am-11:30am

Presenter(s): DeAnna White & Pamela Gentry – Core HR

Target Audience: HR Partner, HR Contact, Faculty Partner, Graduate Studies Partner, Payroll Partner, Student Employment Partner View Only

It's said that a rose by any other name, still smells as sweet. Well, an employee, by any other name, is still an employee in the eyes of state and federal regulators. However, there are additional special considerations that come into play for student workers. During this webinar, you'll hear how we've configured Workday to employ, pay and manager student workers.

[Delegations and Reassignments](#)

When: January 27, 2021

Time: 10:30am-11:30am

Presenter(s): Sri Kamarthi - Compensation

Target Audience: HR Partner, HR Contact

Overview of creating delegations and request reassignments for business process along with insight on managing inbox items in Workday. Reviewing existing delegations to make sure to create new delegations as needed. Moving business process requests forward with reassignments to get approvals on time.

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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:

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

- This course is required for all employees and is automatically assigned. Employees who completed the Safe Practices course will not be required to retake this course in order to return to campus January 2021.

Retake Requirement: Due Before Returning to Campus January 2021

[2114130 : Protocol and Certification for System Member Employees; updated.](#)

- This course is required for all employees and is automatically assigned/reassigned accordingly.
- This course was updated; and, employees are required to retake the course before returning to work on campus (regular worksite) **January 2021**. This requirement also applies to employees who have continued to work onsite.
- The attached spreadsheet will only show completions on or after Nov. 4th.

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 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 & 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 11th. The payday for this period is Friday, December 18th. 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 18th 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 17th. The payday for this period is Monday, January 4th. 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 the 17th but we will not be able to begin processing them until after we return from Winter Break on January 4th.

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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

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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Student Employment Office Spring 2021 Workshop Schedules Available

The Student Employment Office offers **free** training workshops for both student employees and their supervisors. Attached are flyers for the student employee and supervisor workshops. A complete list of the Spring workshop schedule and information on registration can be found at <http://ers.tamu.edu/default.aspx?department=SEO>. Click on the event link to view a brief description. To register, please click on the “Login Here” link, enter your Net ID and Password, and click the “Complete Registration” button. Don’t hesitate to take advantage of these **free** training opportunities for you and your students.

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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
News Archive](#)