



HR LIAISON NETWORK NEWS

December 7, 2020 | Share the following information within your departments as appropriate.

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PAYROLL REMINDERS

December 7:

- #21-08 **Retro** Timesheets and Workday Retro BP Approvals due at 5:00pm

December 9:

- #21-08 Current Timesheets, Workday BP Approvals, Lump Sum Payouts, PPRs & Time Off Requests due at 11:00am
- #21-08 Pay Calculation Results Report available at 12:00pm
- Monthly **Retro** Business Process Approvals due at 5:00pm

December 10:

- #21-08 Pay Calculation Results Report refreshed at 10:00am
- #21-08 Timesheets Locked; only Timekeepers can update
- Run Timekeeper Reports
- Monthly Pay Calculation Results Report available at 12:00pm

December 11:

- Monthly Pay Calculation Results Report refreshed at 10:00am
- #21-08 BW Final Pay Calculation Results Report available at 2:00pm

December 14:

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

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

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

★ Please share this article with employees in your department.

CommonSpirit Health & Blue Cross and Blue Shield of Texas Contract Negotiations

As you may have heard, contract negotiations are ongoing between BlueCross and BlueShield of Texas (BCBSTX) and CommonSpirit Health, who owns 15 hospitals throughout Houston and East Texas, including the CHI St. Luke's Health and CHI St. Joseph Health hospitals. If a new agreement is not reached by December 16, 2020, CommonSpirit Health facilities will no longer be in-network after December 16. Both BCBSTX and CommonSpirit Health are doing their due diligence to reach a new agreement. If a new agreement is not reached,

there will be a plan in place for continuity of care for those who cannot seek treatment elsewhere.

For more information, use these resources:

- [BCBSTX website](#)
- [Questions and Answers](#)
- [List of facilities that will no longer be in network](#) if an agreement is not reached before December 16, 2020

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★Please share this article with employees in your department.

Families First Coronavirus Response Act (FFCRA) – Paid Leave Types

As a reminder, the Families First Coronavirus Response Act (FFCRA) provides two forms of paid leave to assist employees impacted by COVID-19: **Emergency Paid Sick Leave** (EPSL) and **Emergency Family and Medical Leave** (EFMLA). A few key points to keep in mind:

- FFCRA leave is accessible only when there is an assigned function/role that is capable of being performed either onsite or at a remote location, but the employee is unable to perform the assigned duties due to specified COVID-19-related reasons.
- The FFCRA's paid leave provisions became effective on April 1, 2020, and only apply to leave taken between **April 1, 2020** and **December 31, 2020**.
- FFCRA leave does not carry over from year to year.

Eligibility criteria and other pertinent information is available in [summary charts on our website](#). Additional resources including FAQs, employee request forms, and a Workday job aid are found on our [dedicated webpage](#). Questions regarding the use of FFCRA leave (EPSL and EFMLA) should be directed to benefits@tamu.edu for Texas A&M or hschr@tamu.edu for Texas A&M Health.

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Choosing the Correct Hire Reason in Workday

When completing a hire, whether a direct hire or one initiated by a job requisition, the only allowable reasons to choose are:

- Hire > New Hire
- Hire > Transfer from a Texas state agency, college or university (This choice is to be used only when there is no break in service from one state agency, college or university to Texas A&M)

Please **DO NOT CHOOSE: Hire > Benefits at Hire**. This is not a way to get the employee into the reimbursement program. That can only be done by the new employee notifying [Benefits Services](#) of their desire to participate in the program.

If you are ever in doubt, please contact jobs@tamu.edu for further assistance.

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Guardian New Navigation Options and E-Verify Module

The refined E-Verify experience and additional navigation changes will be going into effect on **December 15**. The upgrade will occur Tuesday, December 15 during the Guardian standard maintenance window (10:00PM MST). [Updated tutorials are available.](#)

In addition to the roll out of the improved E-Verify items, LawLogix will be releasing a new employee experience. This will be an in-depth overhaul of the appearance of Section 1 which has been 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 Section 1 is launching **December 29th**. Updated tutorials highlighting the changes will be available in early December.

In the meantime, you can [register for a preview webinar being held on Tuesday, December 8 at 10AM Pacific/1PM Eastern.](#)

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

Per CDC guidelines and guidance from the System Offices, one of the COVID courses in TrainTraq, [2114130: Protocol and Certification for System Member Employees](#), was updated; and, all 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 will be reassigned to all employees at Texas A&M (including Main, Qatar, and Texas A&M Health) on December 10. Current employees who completed the Safe Practices course (2114131) will not be required to retake that course.

New employees will continue to be automatically assigned both COVID courses:

- [2114130 : Protocol and Certification for System Member Employees](#)
- [2114131 : Safe Practices for Returning to the Office During the COVID-19 Pandemic](#)

The Spanish version of both courses is also available:

- [2114163 : Protocolo y Certificación para Empleados Miembros del Sistema](#)
- [2114165 : Practicas Seguras Para Regresar a la Oficina Durante la Pandemia de COVID-19](#)

NOTE: Completing either the English or Spanish version will meet the assignment requirements.

Starting next week, the COVID course completions report sent each week in the HR Liaison Network News (LNN) will include completions for the updated course.

In addition, the updated version for non-employees affiliated with the University such as visiting scholars, grad researchers, and ROTC officers is available through TrainTraQ's external gateway. Instructions for using the gateway are attached; and, the current password (through February 1) is: 54\$pruc3*Acht

If you have questions regarding these courses, please contact Organization Development at OrgDev@tamu.edu.
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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 before returning to campus (regular worksite):

- [2114130 : Protocol and Certification for System Member Employees](#)
- [2114131 : Safe Practices for Returning to the Office During the COVID-19 Pandemic](#)

These will be automatically assigned to new employees. Spanish versions are also available. 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 & Estimated Hours

There are numerous days ahead with early & 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 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 15th biweekly payday.

- **Biweekly Pay Periods #21-08 and #21-09 & Monthly Retro– Early Deadlines**
Due to the upcoming Winter Break Holidays, the biweekly pay period #21-08 **Retro** Timesheets & Business Process approvals have an earlier deadline of Monday, December 7th at 5:00pm. The Monthly **Retro** Business Process approvals have an earlier deadline of Wednesday, December 9th at 5:00pm. The biweekly pay period #21-09 **Retro** Timesheets & Business Process approvals have an earlier deadline of Tuesday, December 15th at 5:00pm.
- **Biweekly Pay Period #21-08 & #21-09 Current Timesheets – Accelerated Schedule & Estimated Hours**

With the upcoming Winter Break approaching, biweekly pay period #21-08 & #21-09 require early submission of timesheets to meet deadlines. Current timesheets for biweekly pay period #21-08 are due December 9th at 11:00am but the pay period doesn't end until December 12th which means estimated time, payday will be December 18th. Current timesheets for biweekly pay period #21-09 are due December 17th at 11:00am but the pay period doesn't end until December 26th which means estimated time, payday will be January 4th.

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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. This 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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Payroll Services Staff Out of Office on Monday, December 14th from 11am to 3pm

Payroll Services staff will be out of the office on Monday, December 14th for their annual Holiday Lunch. GSC Suite 1201 will be open for check pick-up, answer basic questions, take messages, and collect packages. All emails/calls will be returned after 3pm on Monday, or as soon as possible on Tuesday. If you have an urgent matter and/or need immediate assistance on December 14th during this time, please call 979.845.2711 and leave a message.

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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.

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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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EMPLOYEE WELLNESS

★Please share this article with employees in your department.

Flourish Events

There's only **15 days left** until winter break...yes, we are counting down.

We've all come a long way this year. Take a look into [Flourish's history](#) to see how we've progressed this past year as you anticipate our upgraded website, app, and official launch coming in February 2021.

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

Sent on behalf of the Student Employment Office

Student Employee Pay Scale Reminders

The title codes listed below are to be used in hiring students for part-time employment on-campus for the 2020-21 academic year. The wage scale below notes the lower and upper end of each pay range. Employers may hire student employees above the base rate of pay. Employers wishing to hire or promote a student beyond the upper end of the wage rate category should contact the Student Employment Office at: 845-0686.

See attached Pay Scale Memo PDF for more information.

Student Assistant	\$7.25 to \$15.00
Student Coordinator	\$7.25 to \$17.00
Student Technician	\$7.50 to \$17.00
Student Intern	\$8.00 to \$17.00
Student Research Intern	\$8.00 to \$17.00
Federal College Work Study - Student	\$7.25 to \$17.00
State of Texas College Work Study - Student	\$7.25 to \$17.00
Federal College Work Study – Intern	\$8.00 to \$17.00
State of Texas College Work Study – Intern	\$8.00 to \$17.00

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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/liaisons

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