



# HR LIAISON NETWORK NEWS

December 9, 2019 | Share the following information within your departments as appropriate.

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## PAYROLL REMINDERS

### 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

### December 11:

- #20-08 Current Timesheets, Workday BP Approvals, Lump Sum Payouts & PPRs due at 11:00am
- #20-08 Pay Calculation Results Report available at 12:00pm
- Monthly Pay Calculation Results Report available at 12:00pm

### December 12:

- #20-08 Timesheets Locked; only Timekeepers can update
- Run Timekeeper Reports
- #20-08 Pay Calculation Results Report refreshed at 10:00am
- Monthly Pay Calculation Results Report refreshed at 10:00am

### December 13:

- #20-08 BW Final Pay Calculation Results Report available at 2:00pm
- #20-09 **Retro** Timesheets and Workday Retro BP Approvals due at 5:00pm
- Monthly Pay Calculation Results Report refreshed at 10:00am
- Monthly PPRs & Lump Sum Payouts due at 11:00am

### December 16:

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

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

## FLSA Overtime Regulations Updates

- **Employee and Supervisor Communications Regarding 12/29/19 Change to Biweekly**

Individual email notifications were sent on Wednesday, December 4 to employees who are impacted by the new Fair Labor Standards Act (FLSA) overtime regulations, as well as their supervisors. Colleges and divisions were provided lists in October of employees potentially impacted, and were asked to confirm the change to biweekly.

Please continue to submit any questions to [hrcomp@tamu.edu](mailto:hrcomp@tamu.edu) or [hschr@tamu.edu](mailto: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 are being added for the week of December 16-20 and January 6-10, 2020. Registration will be available on TrainTraq later this week for these added sessions as well as the dates added to this page: <https://employees.tamu.edu/compensation/flsa/#inform>.

- **Instructions for Changing Employees to Biweekly by 12/17/19 in Workday**

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.

- **Instructions for Implementing Pay Increases to the New FLSA Salary Minimum for Exemption**

HR Liaisons should follow these [steps-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.

If you have any questions, please contact Human Resources Classification and Compensation by email at [hrcomp@tamu.edu](mailto:hrcomp@tamu.edu) or by phone at (979) 845-4170 or [hschr@tamu.edu](mailto:hschr@tamu.edu) for Health Science Center departments.

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## I-9 Guardian/Workday Integration

An integration has been put into place to add a new employee's I-9 information in Workday, which includes E-verify results and the alien work authorization expiration date. The integration runs daily. Please keep in mind:

1. The integration uses UINs to match records. It is crucial that UINs are entered in Guardian with **no** dashes, periods, spaces, etc. The correct format is: 123005678. Please keep this in mind when creating new I-9 records.
2. A Workday record **MUST** exist for the integration to work. This means that the UIN Partner *To Do Get UIN* must be completed. If an I-9 is completed in Guardian and there is no employee record in Workday, the integration produces an error and the I-9 information will have to be entered manually in Workday. For the integration to be successful, we recommend that I-9s are marked "Complete" once the employee is active in Workday.

Thank you for your assistance. Please email any questions to [UIN-I9@tamu.edu](mailto:UIN-I9@tamu.edu).

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## Xref Training

Another Xref training class is available tomorrow! Sign up now by going to [TrainTraq](#) and click on the Upcoming Sections tab. Please send any questions to [jobs@tamu.edu](mailto:jobs@tamu.edu) with Xref in the subject line.

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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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### Training Compliance Reports for December – As of December 1, 2019

Attached is the monthly Required Employee Training Assignments Report for System-required employee training. Please check TrainTraq for pending assignments for your department's employees. If you have questions, please contact [pdinfo@tamu.edu](mailto:pdinfo@tamu.edu).

#### Summary

- The total number of past due assignments decreased 15.3% from 1704 to 1444.
- The total number of past due employees decreased 16.5% from 804 to 671.
- The total number of past due Faculty employees decreased 41.4% from 302 to 177.
- The total number of past due Budgeted Staff employees increased 9.6% from 166 to 182.
- The total number of past due Wage Staff employees increased 3.4% from 89 to 92.
- The total number of past due Graduate Assistant employees decreased 3.4% from 29 to 28.
- The total number of past due Student Worker employees decreased 11.9% from 218 to 192.

#### Required Employee Training Compliance Key Performance Measure

- Percentage of employees in M Workstation ADLOCs up-to-date or current on five required courses:
  - Creating a Discrimination-Free Workplace, EEO – 98.5%
  - Ethics – 98.4%
  - Information Security Awareness – 97.7%
  - Orientation to the A&M System – 99.1%
  - Reporting Fraud, Waste and Abuse – 98.7%
  - Required Training for Athletics Task Workers – 95.3%

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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 and #20-09 & 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 9<sup>th</sup> at 5:00pm. The Monthly **Retro** Business Process approvals have an earlier deadline of Tuesday, December 10<sup>th</sup> at 5:00pm. The biweekly pay period #20-09 **Retro** Timesheets & Business Process approvals have an earlier deadline of Friday, December 13<sup>th</sup> 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 11<sup>th</sup> at 11:00am but the pay period doesn't end until December 14<sup>th</sup> which means estimated time, payday will be December 20<sup>th</sup>. Current timesheets for biweekly pay period #20-09 are due December 18<sup>th</sup> at 11:00am but the pay period doesn't end until December 28<sup>th</sup> which means estimated time, payday will be January 3<sup>rd</sup>.

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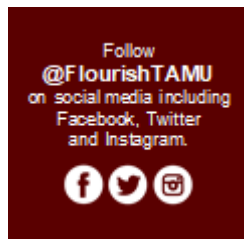
## WELLNESS WORKS!

Please share the following information with employees in your department.



### Winter Interim Fitness Session Schedule

The Winter Interim Fitness Session schedule for Texas A&M University faculty and staff employees began on December 4 and will run through December 12. More [here!](#)



### 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](mailto: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 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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Division of Human Resources  
& Organizational Effectiveness

**QUESTIONS?** [HRnetwork@tamu.edu](mailto: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](http://employees.tamu.edu/liaisons)

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