



# HR LIAISON NETWORK NEWS

February 10, 2020 | Share the following information within your departments as appropriate.

## HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

[Registration Open – HR Liaison Network Spring Meeting](#)

[Xref Reference Checking Training and Reminders](#)

[Guardian Training](#)

[UPDATE: Who to Contact About HR / Payroll / Workday Questions](#)

[Long-Term Care Insurance One-Time Special Enrollment](#)

[Workday Release Notes for 02/06/2020](#)

[Workday Services Information Now Available via Email](#)

[Provide Feedback to the Employee Relation Department](#)

[New Contact Phone Numbers for HSC HR Services](#)

[Workday Services Education and Training: February Webinar](#)

## PAYROLL SERVICES

[Timekeeper Reports Update](#)

[New Website FAQs in HR Contact Section](#)

[Costing Allocation Report](#)

## EMPLOYEE WELLNESS

[Feel the Love](#)

[We Love Roses! Lunch & Learn](#)

[Cocktails & Coloring](#)

## ANNOUNCEMENTS

[Save the Date: President Meritorious Service Awards April 22, 2020](#)

[Journey 2020 – A&M System IT Shared Services Conference](#)

[Save the Date: CSBA Conference May 18, 2020](#)

## PAYROLL REMINDERS

### February 10:

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

### February 11:

- #20-12 Pay Calculation Results Report refreshed at 10:00am
- #20-12 Timesheets Locked; only Timekeepers can update
- Run Timekeeper Reports

### February 12:

- #20-12 BW Final Pay Calculation Results Report available at 2:00pm
- Monthly **Retro** Business Process Approvals due at 5:00pm

### February 13:

- Monthly Pay Calculation Results Report available at 12:00pm

### February 14:

- #20-12 Biweekly Pay Day
- Monthly Pay Calculation Results Report refreshed at 10:00am

### February 17:

- 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

### Registration Open – HR Liaison Network Spring Meeting

Registration for the HR Liaison Network Spring Meeting is now open. Please register for only one session (morning and afternoon sessions will be identical). The Zoom session is for remote HR Liaisons only. An HR Liaison's location will be verified prior to receiving Zoom meeting details. All HR Liaisons located in the Bryan/College Station area are asked to attend one of the in-person sessions. The agenda and additional meeting information will be provided in the coming weeks. We look forward to seeing you at the meeting!

- Date: February 26, 2020
- Location: Equine Complex Andras A&B
  - Morning: Networking 8:00am-8:30am; Session 8:30am-11:00am [Register](#)
  - Afternoon: Networking 1:00pm-1:30pm; Session 1:30pm-4:00pm [Register](#)
  - Zoom Meeting (REMOTE Liaisons ONLY): 1:30pm-4:00pm [Register](#)

[Top](#)

### Xref Reference Checking Training and Reminders



Xref is up and running! A&M has checked references for over 350 candidates and collected over 1100 responses. The feedback has been overwhelmingly positive from HR Liaisons, hiring managers, references, and the candidates themselves. If you have not yet signed up to become an Xref user, now is your chance. Click [here](#) for upcoming Xref training sessions

Please review your *Pending* dashboard and *Stop* any references that are no longer needed or do not need to meet criteria if a decision has already been made. To **Stop** a reference:

- Login
- Click on *Pending*
- Set your dashboard view to **All** (click *Last 30 days* in upper right corner)
- Click on the [Candidate's name](#)
- Click [Stop Xref](#) (upper right corner of your screen).

*Hint:* Make sure your dashboard view is set to **All** to see all pending references. The dashboard view defaults to the last 30 days. If you have questions, call Carmen Garcia at 979-862-4391.

[Top](#)

### Guardian Training



Laws, forms, and A&M processes continue to change when it comes to employment eligibility. Make sure you are getting the latest information by attending a short training session. Whether you have been processing I-9s for years or doing your first one this week, there is always something to learn. Click [here](#) and scroll to the bottom of the page to see the available Guardian training dates and times. Please email any questions to [UIN-I9@tamu.edu](mailto:UIN-I9@tamu.edu) or call 979-458-6703.

[Top](#)

### UPDATE: Who to Contact About HR / Payroll / Workday Questions

The **Who to Contact in HROE** resource has been recently updated on the [HROE website](#). This resource is intended to assist you in identifying where to direct your HR inquiry and includes contacts in Payroll Services, Dean of Faculties, FAMIS Services, OGAPS, Student Employment Office and Tax, Compliance and Reporting. If you are unsure about whom to direct your HR question to, you may contact [HRnetwork@tamu.edu](mailto:HRnetwork@tamu.edu).

Note that all employees should contact the appropriate Human Resources and Payroll Services unit within their System Member – HROE / Payroll Services for Texas A&M University and Texas A&M Health Science Center. If the question or issue needs to be elevated, HROE and Payroll Services will work with the appropriate System Office (either System Benefits Administration or Workday Services) to research and determine the correct course of action. Employees and HR Liaisons **should not** contact System Benefits Administration or Workday Services directly.

[Top](#)

### Long-Term Care Insurance One-Time Special Enrollment

- [Workday @ Texas A&M](#)
- [Job Seekers](#)
- [New Employees](#)
- [Employees](#)
- [Employee Training Schedule](#)
- [Managers](#)
- [HR Liaisons](#)
- [Retirees](#)
- [Find Your HR Liaison](#)
- [Who to Contact in HROE?](#)

Long-Term Care (LTC) insurance is now available through ACSIA Partners under the [PerksConnect](#) voluntary benefits platform. As part of this new offering, a **special one-time enrollment window is available February 4 through April 4, 2020** to all eligible Texas A&M employees and their eligible spouses. Advantages of enrolling now include discounted, unisex rates and portable coverage (coverage will continue even if you move or change jobs). Enrolling during this initial offering period also includes simplified health screening (reduced health questions) which will not be available after April 4, 2020. You can still apply any time after April 4, but full medical questions and history will be required. This coverage is not paid through payroll deduction, but through payment options directly with the vendor.

ACSIA Partners, one of the largest long-term care specialists, will be available at each of the following four information sessions to discuss this valuable voluntary benefit and answer questions.

### [Register Here](#) for LTC Information Sessions

*Dates/Time:* **Tuesday, February 4** | 1:30 p.m. --or-- 3:30 p.m.  
**Thursday, February 6** | 9:00 a.m. --or-- 10:30 a.m.

*Location:* General Services Complex (GSC), Assembly Room 101A

*Parking:* Lot 88 with any valid Texas A&M permit (GSC has paid parking available and is located on Transportation Services bus route 06.)

Email [benefits@tamu.edu](mailto:benefits@tamu.edu) with questions and include "LTC Information Sessions" in the subject line.

[Top](#)

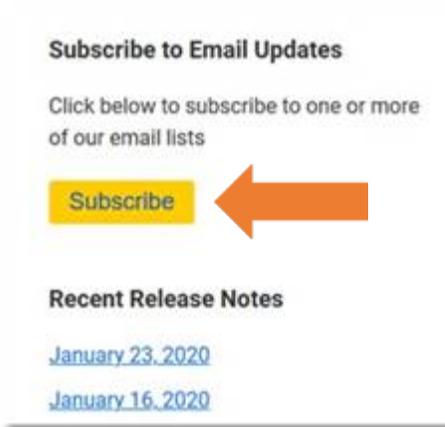
### Workday Release Notes for 02/06/2020

- **Benefits**
  - Help Text was added to the **Change Benefit for Life** events that involve those employees in the **12 Over 9 program** informing them that **additional premiums may need to be collected**
- **Payroll**
  - A new earning code '**Meals in State – Non-overnight Travel**' has been created; it is **to be used when the reimbursement is paid directly to the employee through Workday and not through Accounts Payable (A/P)**; it is **not to be confused with emoluments** which are paid through A/P first and later recorded in Workday for tax withholding and W-2 reporting
  - The tax rate on the **Study Abroad earning code** was updated to **withhold at the W-4 rate**, instead of the at the supplemental rate standard of 22%
- **Security**
  - The **Team** button on **Worker Profile** now displays a **traditional organization chart** instead of supervisory organizations
- **Staffing**
  - The **Personal Information Change** business process was **updated to route the TO DO: Amend Form I-9 and TO DO: Complete Form I-9 steps to the I-9 Processor** instead of the I-9 Partner
  - The **Passport and Visa Change** business process was **updated to route the Complete Form I-9 Section 3 step to the I-9 Processor** instead of the I-9 Partner
  - The **Passport and Visa Change** business process is **updated to route the Approval step, when initiated by employee, to I-9 Processor** instead of HR Partner, and **updated the instructional text to employee about documentation**
  - When **Legal Name is changed by the employee** (as a standalone process) the **Review step routes to the I-9 Processor** instead of HR Partner
  - When an **employee initiates the Personal Information Change** business process **outside of Onboarding**, the **Approval Step for Date of Birth or Citizenship Status change routes to the I-9 Processor** instead of the HR Partner

[Top](#)

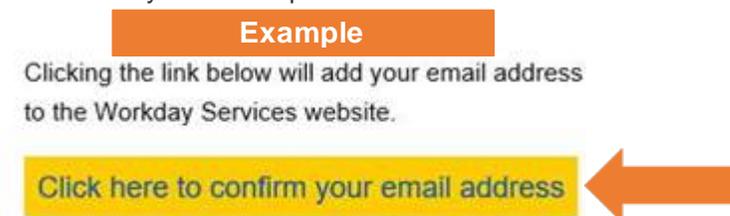
### Workday Services Information Now Available via Email

You can now subscribe to Workday weekly [Release Notes](#) (see Workday Release Notes item above), monthly [User Meeting Agendas](#) and [Alerts](#).



Subscribe to the ones you are interested in [here](#) at any time.

After submitting your subscription request, you will receive a confirmation email. Click the confirmation button in the email to activate your subscription.



[Top](#)

### Provide Feedback to the Employee Relations department

The Employee Relations (ER) department, formerly Organizational Consulting & Resolution Management (OCRM), would like your feedback on what topics, “how-tos”, and “where do I find” that we can include in future LNNs. Please email those suggestions to [Employee-Relations@tamu.edu](mailto:Employee-Relations@tamu.edu), and then be sure to read the weekly LNN to learn more about ER.

[Top](#)

### New Contact Phone Numbers for HSC HR Services

Due to a recent office move, the HSC HR Services team members have new contact phone numbers.

- Tricia Landers – 979.436.9181
- Kim Johnson – 979.436.9182
- Ashley Johnston – 979.436.9183
- Tapati Pal – 979.436.9184

[Top](#)

## **Workday Services Education and Training: February Webinar**

Please join us for the following Workday Services webinars. These events are open to all, but content will focus on the security roles listed with the webinar description.

### **Workday Wednesday: Employee Development Items**

**Description:** The Development Items feature in Workday allows Managers and Employee to work together to create items to track for the growth and development of an employee's knowledge, skills and abilities. Workday Services will discuss the difference between Goals and Development Items. How to Create and Manage Development Items and review available reports.

**Target Audience:** Talent Partner, \*Managers

\*This security role would benefit from the sharing of this information. Feel free to forward the invitation.

**Presenter:** *James Ross, Workday Services – Talent and Development*

**Date:** February 12, 2020

**Time:** 10:30am to 11:30am

**Link to Meeting:** [HERE](#)

**Password:** Workday

**Dial in Audio:** 1-415-655-0003

**Access Code:** 922 409 491

### **Workday Release Preview**

**Description:** During this session we will provide an overview of what to expect from the new Workday release in March 2020.

**Target Audience:** All administrative and supporting partner and departmental roles who use Workday to conduct business.

Note: This session will be repeated on the afternoon of [March 3 \(1:30 – 2:30 pm\)](#).

**Presenter:** *Workday Services*

**Date:** February 27, 2020

**Time:** 9:00am to \*10:00am

\*Duration is approximate and depends on number of release items anticipated.

**Link to Meeting:** [HERE](#)

**Password:** Workday

**Dial in Audio:** 1-415-655-0003

**Access Code:** 927 036 134

[Top](#)

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## **PAYROLL SERVICES**

### **Timekeeper Reports Update**

Workday Support recently removed several timekeeper reports that are obsolete. The information they contained is now included in other reports. Reports removed include "Workers with Time Entered but Not Submitted" and "Workers with Time Submitted but Not Approved". The "**Time Summary Review**" report has the necessary information timekeepers need to review. Select the dates for the biweekly pay period being calculated, for example if needing the report today you would enter 1.26.2020 through 2.08.2020. It is suggested to leave all Employee Types that default, but you can specify particular ones if needed. The results, which can be exported to Excel, should give you a complete picture of hours to approve, unsubmitted hours, and approved hours. Note: dual-employed staff may show in a different supervisory organization if that position is primary. Managers should continue using the "Review Time" report to approve hours worked and time off submitted by their direct reports.

[Top](#)

### **New Website FAQs in HR Contact Section**

Payroll Services has added two new FAQs in the [HR Contact](#) section. One announces new Business Objects fields and a report available to see your employees payment elections (direct deposit or paper check). The other provides instruction how to request temporary access to SSO for staff traveling in blocked counties. Please reference these items as needed.

[Top](#)

### **Costing Allocation Report**

Workday Services urges departments to run the **Missing Costing Allocation** Report prior to each biweekly and monthly payroll business process approval deadline. The report is used to determine which employees are missing costing allocation and to avoid expense charges to the FAMIS default account. The report is accessible via the Workday search bar and the results can be exported to Excel. You may need to run separate reports for each Supervisory Organization you monitor.

**NOTE: A review of this report for TAMU shows 700+ active biweekly & monthly positions with missing costing allocation. We encourage departmental action to proactively avoid future payroll errors and post-error actions in needing to prepare a Payroll Cost Transfer (PCT) plus the Assign Costing Allocation business process. Additionally, your review may show the reason for the missing costing allocation. A common reason for student positions is they haven't worked for your department for some time; this gives you an opportunity to review their status with their manager and terminate if appropriate.**

[Top](#)

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## **EMPLOYEE WELLNESS**

*Please share the following information with employees in your department.*

### **Feel the Love**

**February 14 | 11:00am – 2:00pm | Sul Ross Plaza**

Join Flourish at Sul Ross Plaza as we spread the love with other faculty and staff from across the University! Bring your office and gather your friends to enjoy some candy and take photos at our photo booth!

[Top](#)

### **We Love Roses! Lunch & Learn**

Hosted by [The Gardens at Texas A&M University](#) and [Flourish at TAMU](#)

**February 18 | 11:30am – 1:00pm | The Gardens Pavilion**

February is the perfect time to show your roses some extra love! If you want vigorous rose bushes and more attractive blooms you'll want to prune your rose beds now. Joseph Johnson, Gardens Manager at The Leach Teaching Gardens at Texas A&M, will teach you about the proper tools and techniques to keep your roses happy, healthy, and lovely year round.

This event is free and open to the public. Bring your own lunch and learn how to get your best rose blooms this spring! Register for this event in the [FlourishTAMU app](#).

[Top](#)

### **Cocktails & Coloring**

Hosted by [The Gardens at Texas A&M University](#) and [Flourish at TAMU](#)

**February 18 | 5:00pm – 7:00pm | The Gardens Pavilion**

All Texas A&M staff and faculty, come wind down with Flourish at the Gardens at Texas A&M for some coloring and cocktails! Mocktails and happy hour type snacks will be provided, but cocktails will be by purchase only. We will have a strawberry basil lemonade for \$6 and prosecco for \$7.

Bring your friends or your office and join us to unwind after a busy day of work! The fun starts at 5pm and goes until 7pm. Register for this event in the [FlourishTAMU app](#).

[Top](#)

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## **ANNOUNCEMENTS**

### **Save the Date: President Meritorious Service Awards April 22, 2020**

*Please share the following information with employees in your department.*

Please mark your calendars for the President's Meritorious Service Awards recognition ceremony which will take place on Wednesday, April 22, 2020. This year, instead of hosting a week of staff appreciation activities, various events will be held throughout the year to encourage departments to celebrate their staff year-round! Departments are encouraged to continue the tradition of hosting appreciation events/activities within their respective offices during the week of April 20. Let your staff know how much they are valued and that their efforts make a difference

in the success of Texas A&M University. Watch your email for special announcements regarding campus-wide staff appreciation events to be held throughout the year in 2020.

[Top](#)

### **Journey 2020 – A&M System IT Shared Services Conference**

Date: April 7-8, 2020

Location: Texas A&M Hotel and Conference Center

[Registration](#) is now open for the Journey 2020 – A&M System IT Shared Services Conference. This event is an opportunity to enhance your understanding of IT shared services such as Workday, FAMIS, and Enterprise Data Warehouse. There will be opportunities to learn from the experts and share best practices with your colleagues.

[Top](#)

### **Save the Date: CSBA Conference May 18, 2020**

Please mark your calendars now and make plans to attend the Committee of Senior Business Administrators (CSBA) Spring Conference, to be held on Monday, May 18, 2020, from 8:30 a.m. to 4:30 p.m. at the Memorial Student Center. The conference will include exciting keynote speakers and concurrent sessions as well as the 2020 Best in Business awards presentation. Stay tuned for Best in Business nomination information, agenda, and conference registration information coming soon!

[Top](#)



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/liasons](http://employees.tamu.edu/liasons)

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