



HR LIAISON NETWORK NEWS

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PAYROLL REMINDERS

February 17:

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

February 18:

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

February 19:

- Monthly Pay Calculation Results Report refreshed at 10:00am

February 20:

- Monthly Final Pay Calculation Results Report available at 2:00pm
- #20-13 **Retro** Timesheets and Workday Retro BP Approvals due at 5:00pm

February 24:

- #20-13 Current Timesheets, Workday BP Approvals, Lump Sum Payouts & PPRs due at 11:00am
- #20-13 Pay Calculation Results Report available at 12:00pm

[Payroll Processing Calendar Key](#)

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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](#)

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New Form I-9 Released

A new version of [Form I-9, Employment Eligibility Verification](#) was approved on October 21, 2019 and released on January 31, 2020. If you need to complete a paper Form I-9, remember to download the most current version. The version date (Form I-9 10/21/2019) is located in the lower left corner of the form. Please email any questions to UIN-I9@tamu.edu or call 979-458-6703.

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Guardian Training

Federal regulations are constantly changing and **if you have not taken I-9 training in the last two years**, please register using the list of available sessions on our [website](#). Please email any questions to UIN-I9@tamu.edu or call 979-458-6703.

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Workday: New Year, New Features, and Updates

Workday has changed their release numbering system to make it easier to identify when a release happened.

Old	New	Short Name
Release 34	Workday 2020 Release 1	Workday 2020 R1

Our Workday 2020 R1 release update is scheduled for March 7.

Here are the features automatically delivered by Workday in 2020 R1 and how they will impact us. *To learn more about these features, register for this month's Workday Services Education and Training webinar:*

Payroll

The **Add Payroll Input by Worker task is updated** simplifying how you enter data for Workday-owned earnings and deductions. You no longer have to select the Special Entry box to be able to select the Workday-owned earnings and deductions in the Pay Component prompt.

Payroll Result Layout Changes

- When reviewing a payroll result, the Amount in Payment Currency column will no longer display when the pay group and payment currency are the same.
- For "In-progress" payroll results, the Amount as Text column has been removed and a new Payment Date Column has been added.
- On completed payroll results the Bank Column has been renamed to Bank Name, a new Status Column has been added and new "View Journal" button is displayed.

The **Pay Results to Requires Recalculation task is no longer necessary** as it duplicates the Smart Calculation functionality.

Staffing

Two improved reports are available to support Form I-9 compliance

- Mass Print Form I-9 for Workers
- U.S. Employees with Expiring Form I-9 Document

The **Job Classification field** on the Hire, Add Additional Job and Change Job business process is now called **Additional Job Classifications**, improving clarity and consistency with other staffing business processes. The Job Classification field on job profiles is now called Job Classifications.

The **Change Self-Identification of Disability task** now supports the newest version of the Voluntary Self-Identification of Disability form (Form CC-305).

Time and Absence

The design of the **Time Off and Absence calendars** has been changed to make them accessible with assistive technologies such as keyboards or screen readers.

Time tracking in the mobile app has **new Check In and Check Out actions**, notifications and a streamlined design.

User Experience

An **improved view of payslip information in mobile** now provides a detailed breakdown of updates such as intuitive tables and graphs. This helps understand pay information, reducing the need to zoom in to read detailed information.

Searching for employees in global search, reports and tasks has been streamlined, saving time and reducing manual effort. You will now see business title, supervisory organization and a photo on worker prompts, making it easier to select the correct worker.

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Workday Services Education and Training: February Webinar

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

Workday Release Preview - Workday 2020 R1

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

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Workday Training Changes and Update

Workday Training changes have been posted online. This week's updates include use of special characters, Guardian I-9, End Dates for Salary Plans, New Report-*New Employees Event Status Summary*, Updated Reports and the Workday Home Page. Full details about these updates are found on the [Workday Weekly Updates webpage](#).

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Workday HCM Advisory Council

In the summer of 2018, the Workday Services Team at TAMU System formed the Workday HCM Advisory Council. This council is comprised of representation from all TAMU System agencies and academic institutions. The objective of the council is to review questions, issues, and proposals pertaining to Workday functionality then vote on action and priority on behalf of each representative's respective institution. Most questions, issues, and proposals are brought forward by specific working groups representing functions like HR, Payroll, etc. but they can be forwarded by departments and individuals as well.

The TAMU representatives are **Elizabeth Schwartz** representing human resources, **Cheryl Hanks** of the Provost's Office representing academics, and **John McCall** representing finance. If you have any concerns or proposed enhancements to the way Workday functions or serves our campus, please feel free to forward them to hrnetwork@tamu.edu. All requests will be reviewed and sent to the right working group for assessment, evaluation, and submittal.

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PAYROLL SERVICES

Earlier Deadlines for Biweekly #20-14 & Estimated Hours

Due to the upcoming Spring Break Holidays on March 11-13, 2020, **all deadlines associated with Biweekly #20-14 are earlier than normal:**

- **Friday, February 28:** #20-14 Retro Timesheets & Workday BP Approvals due at 5:00pm
- **Wednesday, March 4:** #20-14 Current Timesheets & Workday BP Approvals, Lump Sum Payouts & Supplements due at 11:00am
- **Thursday, March 5:** #20-14 Timesheets Locked, only Timekeepers can update

To avoid overpayment, benefit-eligible biweekly paid employees without sufficient accrued time off, students, GANTS and temp/casual employees are encouraged to not estimate time. Missed hours & timesheet corrections can be added to a timesheet up to three prior pay periods back and submitted 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.

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March Biweekly Pay Day Change

Please share this information with employees in your department.

Due to the Texas A&M Spring Break Holidays, the biweekly pay day of Friday, March 13, 2020 has been moved to Tuesday, March 10, 2020.

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2019 W-2 Available in Workday

Your W2 Form is available in Workday at <https://sso.tamus.edu>. Employees, both current and former, can now access their W-2 online in Single Sign On as follows:

For 2019 and 2018 tax years W-2:

1. Log into Single Sign On using your UIN and password.
2. Click the Workday option.
3. Click the "Pay" Worklet on the employee dashboard.
4. In the "View" box click on My Tax Documents.
5. Your W-2 will be listed on the next page for you to view and print as needed.

Access via the Employee Profile

1. Select the Pay category in the blue sidebar of the employee profile
2. Select the Tax Documents tab to view the W-2 for tax year 2019.

For 2017 and past years W-2:

1. Log into Single Sign On using your UIN and password.
2. Click the HR Connect Legacy tab.
3. Click on "W-2 Forms"
4. This page will display a list of your W-2s by year. View and print as needed.

If you experience difficulty logging into SSO, follow the on-screen help or send an email to Payroll Services at payroll@tamu.edu to have your password reset. Please provide your name, the last four digits of your Social Security Number, your date of birth and your current email address for verification. An automated email will be sent to you with the new password. At that time, you can log in and retrieve your W-2 using the instructions above.

If you are not signed up to receive your W-2 electronically, you will receive a paper W-2 in the mail. All paper forms will be mailed by January 31st each year. They are also available in Workday (2018 & 2019) and HR Connect Legacy (2017 and past years).

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EMPLOYEE WELLNESS

Please share the following information with employees in your department.

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](#).

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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](#).

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Financial Wellness Counseling

Presented by [AIG/VALIC Financial](#) - [RSVP](#)

Tuesday, February 25 | 8:30 am – 11:30 am | MSC L524

Lincoln Financial, TIAA, and AIG/VALIC offer Texas A&M employees no-cost, one-on-one consultations with their financial/retirement advisors here on campus! Let these professionals help you learn how to take control of your financial well-being! RSVP for your meeting [here!](#)

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Cooking with Friends: Food is Love!

Hosted by [Texas A&M AgriLife Extension Service](#) and [Flourish at TAMU](#)

February 27 | 11:30am – 1:00pm | [Rec Center](#) Room 2229A (Use South Entry)

Flourish at Texas A&M invites you to join us to kickoff our monthly **Cooking with Friends** program offered through the [Dinner Tonight Program](#) with Texas A&M AgriLife Extension Service. The **Cooking with Friends** program will provide culinary experiences aimed at preparing quick, healthy, cost-effective recipes. Join us this month to learn about the nutritional benefits of each menu item while watching the live cooking demonstration and enjoying the menu surrounded by friends and colleagues.

February's Food is Love Menu:

- **Main dish:** Pecan-Crusted Mahi-Mahi
- **Side dish:** Caprese Spaghetti Squash
- **Dessert:** Berry Compote Parfaits

**Texas A&M AgriLife Extension Service will be available to provide insight on modifying this menus ingredients to also create a vegan or vegetarian option.*

[Register here](#) in the Flourish Web App to attend the live kickoff event for the **Cooking with Friends: Food is Love** event or access the livestream through this [Zoom Meeting](#).

**Parking is available in all sections of Lot 100, with 100J being the closest parking area to the South Entrance of the Rec Center with any valid TAMU parking permit.*

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Wellness Exams

Wellness exams are available at no cost to A&M System Health Care Plan members and their covered spouses through the following sources:

- **On-campus Catapult Health Exam – February 18 & 19 or March 16 & 17**
 - Location: General Services Complex Room 101 – [Register Here](#)
 - Other spring/summer dates coming soon
- **Your Primary Care Doctor** - Inform your doctor's office staff that this is a wellness exam/annual physical for the Texas A&M health plan to ensure that your visit is coded correctly for insurance purposes. You should not be charged a copay. [Details](#)
- **Brazos Valley Urgent Care** - No appointment is needed. [Details](#)

ANNOUNCEMENTS

Nominations are open for the 2020 Student Employment Impact Award!

If you have someone in your department who makes a positive difference in the lives of their student employees, nominate them for the 2020 Student Employment Impact Award!

To submit an Impact Award nomination:

- Send an email to JobsForAggies@tamu.edu by Friday, March 6th, 2020.
- The subject line should read: **2020 Impact Award Nomination**

The body of the email should include:

- Name of the person you are nominating
- Department or College in which the nominee is employed
- Email address of whom you are nominating
- Nominator's name
- A narrative that describes how the nominee has supported and /or impacted the professional development of student employees.

Any student, faculty, or staff member can submit a nomination. For more information about the Student Employment Impact Award, and [click JobsForAggies.tamu.edu](http://click.JobsForAggies.tamu.edu) "Student Employment Impact Award." If you have any questions, please contact the Student Employment Office at 979-845-0686 or via email at jobsforaggies@tamu.edu.



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/liaisons

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