



HR LIAISON NETWORK NEWS

February 24, 2020 | Share the following information within your departments as appropriate.

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PAYROLL REMINDERS

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

February 25:

- #20-13 Pay Calculation Results Report refreshed at 10:00am
- #20-13 Timesheets Locked; only Timekeepers can update
- Run Timekeeper Reports

February 26:

- #20-13 BW Final Pay Calculation Results Report available at 2:00pm

February 28:

- #20-13 Biweekly Pay Day
- #20-14 **Retro** Timesheets and Workday Retro BP Approvals due at 5:00pm (*earlier deadline*)

March 2:

- Monthly Pay Day

March 4:

- #20-14 Current Timesheets, Workday BP Approvals, Lump Sum Payouts & PPRs due at 11:00am (*earlier deadline*)
- #20-14 Pay Calculation Results Report available at 12:00pm

[Payroll Processing Calendar Key](#)
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HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

Last Day to Register Feb 25 – HR Liaison Network Spring Meeting

Registration for the HR Liaison Network Spring Meeting closes at **noon** tomorrow. As a reminder, HR Liaisons are required to attend a minimum of 2 out of the 3 network meetings held each year. 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](#)

The [agenda, slide decks, and handouts](#) for this meeting have been placed on the web. If you would like to print your own copy of the materials prior to the meeting, feel free to do so. Printed presentations will not be distributed at the meeting.

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Update: New Form I-9

On January 31, 2020, the USCIS published a new version of the Form I-9. The LawLogix team is actively working on implementing the latest version in Guardian and will make it available as part of the **March 17, 2020**, production release. **If completing Form I-9 on paper**, LawLogix recommends we continue to use the 07/17/17 N version until the newest version is available in Guardian. While there are no substantive changes to the form, there are a few differences with the newer version. Please see more information about these updates on our Employment Eligibility website. Please email any questions to UIN-I9@tamu.edu or call 979.458.6703.

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Guardian and Xref Training

If you have not taken Guardian/Form I-9 training in the last two years, please register using the list of available sessions on our [website](#). Also, new sessions for Xref training are now available. Click [here](#) for more information about Xref and for the link to training in TrainTraq. Please email questions to jobs@tamu.edu with Xref in the subject line.

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Message to Managers Regarding Xref

A message announcing the Xref partnership will be going out today, February 24, to managers who supervise staff. The managers have been instructed to contact their HR Liaison if they would like to use Xref to conduct their reference checks. If you have not yet requested access to Xref, you may do so by completing the HR Liaison Designation Statement of Responsibility Form. See previous article above for Xref training opportunities.

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New Organization Development Webpages

As announced [last month](#), HROE is redesigning its website to better support our customers with streamlined menus, clear navigation, responsive layout, more eLearning resources, and increased customer interactivity. We are excited to announce the first launch of HROE's new website – Organization Development's (formerly known as Professional Development) webpages were successfully launched today at employees.tamu.edu/orgdev.

We will launch changes for other HROE departments in stages throughout the year. In the meantime, learn more about Organization Development, its future direction, progress on transforming how we develop Texas A&M employees, as well as resources available thus far to support your learning and leadership development. We hope you will find these improvements useful and helpful. Visit our website at employees.tamu.edu and watch for further developments.

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Annual Performance Review Process

It is almost time for the 2019-2020 annual performance review process. Keep an eye out for additional communications later this and next week.

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Updated Online Course: Effective Hiring Practices

The online course, Effective Hiring Practices (TrainTraq no. 2111264), has been updated to reference [Section 5 of System Regulation 33.99.01, Employment Practices](#), which provides guidelines on when to administer veteran's

preference. If you have questions regarding this course, please contact Organization Development at OrgDev@tamu.edu or 979.845.4153.

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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.

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

Presenter: *Workday Services*

Date: March 3, 2020

Note: this session is a repeat session of February 27

Time: 1:00pm to *2:30pm

*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: 929 795 743

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HR Liaison Tools for Success

As an HR Liaison, you play a critical role in your respective department(s). To ensure your success as a Liaison, HROE provides many tools and resources to help you serve your employees. Please be sure to take advantage of these resources on a continuous basis.

- HR Liaison Network News (weekly) / [HR Liaison Network News Archive](#)
- [HR Liaison Training](#) (register in [TrainTraq](#))
 - Foundational Courses (required of all HR Liaisons)
 - 2113629 – HR Liaison: Organizational Consulting & Resolution Management Overview (Classroom)
 - 2112540 – Performance Management: Supervisory Best Practices (Classroom)
 - 2111242 – Fostering Respect in a Diverse Workplace (Classroom)
 - 2113707 – HR Liaison: Benefits Overview (Classroom)
 - 2112304 – Hiring Supervisors: Strategies for New Employee Success (Online)
 - 2112756 – Comp Time Issues for Supervisors (Online)
 - Functional Courses (required based on Workday security role access)
 - 2113708 – HR Liaison: Leave Policies and Procedures (Classroom)
 - 2113709 – HR Liaison: Family Medical Leave Act (FMLA) and Americans with Disabilities Act (ADA) (Classroom)
 - 2113710 – HR Liaison: Workers Compensation Policies & Procedures (Classroom)
 - 2113628 – HR Liaison: Position Descriptions and Hiring Procedures (Classroom)
 - 2113630 – HR Liaison: Fair Labor Standards Act – FLSA, Working Hours (Classroom)
 - 2113632 – HR Liaison: Paying Employees in Workday (Classroom)
 - 2112731 – Nonresident Alien Tax Issues and the Glacier Processing System (Online)
 - 2114043 – HR Liaison: Form I-9 and Guardian
- [Workday for HR Liaisons Training](#)
- [HR Liaison Network Meetings](#)
 - Spring 2020 – February 26, 2020
 - Summer 2020 – June 24, 2020

- [Who to Contact in HROE?](#)

If you have questions regarding these resources or the HR Liaison Network, please contact HRNetwork@tamu.edu.

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Workday Training Changes and Update

Workday Training changes have been posted online. This week's updates include Death of a Dependent, View Position Restrictions, Edit Benefit Event and much more. Full details about these updates are found on the [Workday Weekly Updates webpage](#).

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PAYROLL SERVICES

Timekeeper Reports Update

Workday Services 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 running the report on 2.24.2020 you would enter 2.09.2020 through 2.22.2020. 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.

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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 and 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 SECC Campaign Update

The Attorney General for the State of Texas recently issued an opinion that impacts the State Employee Charitable Campaign (SECC). Texas Attorney General Opinion KP-0282 discusses a new law, Senate Bill 22, 86th Legislature, Regular Session that prohibits certain transactions with abortion providers and their affiliates, and finds that the law applies to the SECC. Any participating charities that are abortion providers or affiliates of abortion providers as described in the opinion are now ineligible charities and any payroll deductions currently in effect to these entities must be cancelled.

Employees who selected a now ineligible charity during the 2019 SECC Campaign, effective for payrolls paid beginning January 2020 through December 2020, will have that charity deduction removed as of the February 2020 payroll, paid on March 2.

Beginning February 2020, Texas A&M Payroll Services will perform payroll maintenance on the impacted employees, which will result in the deletion of any deduction to the ineligible charities. **No action is required on your part.** Deductions occurring prior to February 2020 are not affected as those amounts have already been distributed to the local campaign managers and statewide federation. Impacted employees will receive notification via email. For questions regarding this matter or assistance please email payroll@tamu.edu.

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EMPLOYEE WELLNESS

Please share the following information with employees in your department.

Upcoming Flourish Events

To learn more about upcoming Flourish programming or events, download the mobile app by searching "FlourishTAMU" in the App Store and on Google Play or [click here](#) to visit the Flourish Web App!

Cooking with Friends: Food is Love! - [Register here!](#)

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

Financial Wellness Counseling - [RSVP](#)

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

Wellness Exams: On-campus Catapult Health Exam - [Register Here](#)

March 16 & 17 | General Services Complex Room 101 B & C

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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.

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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

View the
[HR Liaison
Network News
Archive Online](#)

