



HR LIAISON NETWORK NEWS

February 3, 2020 | Share the following information within your departments as appropriate.

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PAYROLL REMINDERS

February 3:

- Monthly Pay Day

February 6:

- #20-12 **Retro** Timesheets and Workday Retro BP Approvals due at 5:00pm

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

[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. Register for 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.

- 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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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.

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

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.

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Long-Term Care Insurance One-Time Special Enrollment

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 with questions and include "LTC Information Sessions" in the subject line.

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Past Due System Required Web-based Training (WBT) Report

Attached is the monthly Required Training Assignments Report for System-required training. As a reminder from last month, the report format changed based on feedback from multiple groups across the University to make it more meaningful, helpful, and actionable in enabling compliance.

1. The first tab is a summary of past due employees by Executive Level 2.
2. The second tab provides more detail with:
 - Filters to quickly identify specific colleges / divisions and departments with individuals who are past due
 - Highlighting those that are more than 60 days past due and more than 365 days past due

If you have questions, please contact pdinfo@tamu.edu.

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I-9 Update from LawLogix (Guardian)

The U.S. Citizenship and Immigration Services (USCIS) has officially published a new version of the Form I-9. This new version carries a revision date of 10/21/2019 and will be required for use by all employers starting **May 1, 2020**.

Employers may still use the 07/17/17 N version of the form until April 30, 2020. The 07/17/17 N version is the one in use by the Guardian system currently.

LawLogix is actively working on implementing this latest form version within the application. The new form will be made available in the system within the next 30-45 days. Updates will be posted to the Announcements module as needed. Please email any questions to UIN-I9@tamu.edu or call 979-458-6703.

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Guardian Reminder

This is a reminder to all I-9 processors to monitor any **red dots** on your To Do List in Guardian. A red dot indicates that some action is overdue and requires immediate attention.

What to do if you have red dots on your To Do List:

- Determine if the individual with the red dot is still employed by your department
 - ✓ If YES, please review the reason for the red dot and take appropriate action;
 - ✘ If NO, please send an email to UIN-I9@tamu.edu with the Name and UIN of the individual for handling by TAMU HR.

Please email any questions to UIN-I9@tamu.edu or call 979-458-6703.

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TWCCRD Review Update

In September 2019, TAMU was notified by the Texas Workforce Commission - Civil Rights Division of a Personnel Policy and Procedure Review for the university. We are happy to report that the review has concluded and all TAMU's personnel policies and procedures were certified as in compliance. Thank you to all who participated and for your diligence to ensure TAMU was compliant and remains compliant in the handling of our workforce. TAMU HR will continue to review our policies and SAP's for compliance with state law and best HR practices.

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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

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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PAYROLL SERVICES

Overpayments/Cancellations

If your department had a payroll overpayment in calendar year 2019 and the employee has not paid back the overpayment please email payroll@tamu.edu. The original payback amount the employee was given is no longer correct. IRS Publication 15 states federal income tax withholding cannot be adjusted if the overpayment is not cancelled in the same year as the over payment, because the employee received the benefit of that income tax withholdings when they filed their tax return. Since employers are not able to collect federal withholding, Additional Medicare or State Income tax back that were withheld in a prior year the new payback amount will be higher.

The employee's cancellation will not be processed until the full amount of the payback is received. Please also inform your employee that their 2019 W-2 will be incorrect and once the cancellation is processed a corrected 2019 W-2C will be issued.

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Live Training – Paying Employees in Workday

One seat remains to register in TrainTraq for live training by Payroll Services Staff for **Course 2113632: HR Liaison: Paying Employees in Workday**. The training will be Thursday, February 6, 2020 from 9:30am to 11:00am in the General Services Complex (GSC) 101C. This course is prioritized for active HR Liaisons but is also open to others within a department who have the Timekeeper role or are a delegate who assists their HR Liaison or Timekeeper. This is an excellent opportunity to get up to the minute information and have your general payroll questions answered. We look forward to seeing you there!

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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 so the expense is not charged to the FAMIS default accounts. 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.

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EMPLOYEE WELLNESS

Please share the following information with employees in your department.

Spring 2020 Fitness Schedule

Flourish @ Texas A&M has partnered with Texas A&M Rec Sports and Piranha Fitness Studios to offer OVER 25 complimentary fitness classes for faculty and staff each week.

To provide a better user experience, the check-in and registration process for all *Flourish @ Texas A&M* fitness sessions should be completed [online](#) or via the Flourish app **before** the class begins. Participants should familiarize themselves with the [new fitness session procedures](#) and download/register for the Flourish app at their earliest convenience. Download the mobile app by searching "FlourishTAMU" in the App Store and on Google Play.

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Workplace Chronic Disease Self-Management Program (wCDSMP)

Presented by Center for Population Health & Aging

Workshops

- The 6-week long workshop began January 27, 2020
- Meets Mondays and Tuesdays, 9–10 a.m. | MSC 1402



In partnership with Texas A&M's Center for Population Health and Aging, Flourish provides resources to manage health and wellness by building a supportive community to make it easier to thrive in work and life. The Center for Population Health and Aging is conducting a 6-week long research study that consists of attending the **Workplace Chronic Disease Self-Management Program (wCDSMP)** and pre and post data collection. wCDSMP helps individuals develop a healthier work/life balance by increasing self-confidence in managing all chronic conditions.

RESERVE YOUR SPOT TODAY!

Contact **Cindy Quinn, Active for Life Program Manager**

979.436.9337 | cindysquinn@tamu.edu | www.cpha.tamhsc.edu

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Walk Across Texas – Form Your Team Now!

February 8 – April 3, 2020

Employees, their friends, and/or family have the opportunity to participate in the annual *Walk Across Texas!*, an 8-week physical fitness program that encourages individuals and teams up to eight people to track and monitor their physical activity with the goal of earning enough miles to walk across the State of Texas (833 miles) An email was sent today with information on how to participate and register under the Texas A&M league code. Happy Walking!

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ANNOUNCEMENTS

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.

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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!

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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

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