



HR LIAISON NETWORK NEWS

January 11, 2021 | Share the following information within your departments as appropriate.

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PAYROLL REMINDERS

January 11:

- #21-10 Current Timesheets, Workday BP Approvals, Lump Sum Payouts, PPRs & Time Off Requests due at 11:00am
- #21-10 Pay Calculation Results Report available at 12:00pm

January 12:

- #21-10 Pay Calculation Results Report refreshed at 10:00am
- #21-10 Timesheets Locked; only Timekeepers can update
- Run Timekeeper Reports

January 13:

- #21-10 BW Final Pay Calculation Results Report available at 2:00pm
- Monthly **Retro** Business Process Approvals due at 5:00pm

January 14:

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

January 15:

- #21-10 Biweekly Pay Day
- Monthly Pay Calculation Results Report refreshed at 10:00am
- Monthly PPRs & Lump Sum Payouts due at 11:00am

January 19:

- 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](#)

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

★ Please share this article with employees in your department.

Agreement Reached 1/8/21 – St. Joseph Hospital Back in Network with BCBSTX

Effective January 8, 2021, CommonSpirit Health and BlueCross and BlueShield of Texas (BCBSTX) have reached an agreement and CommonSpirit Health is now in-network. The parties have agreed to reinstate the current provider contract which includes the CommonSpirit Health hospitals and providers.

Claims incurred during the time period CommonSpirit Health was considered out-of-network (12/17/2020 – 1/7/2021), will be processed as in-network. The BCBSTX provider finder has been updated to show CommonSpirit hospitals and providers as in-network. Questions regarding the status of a claim should be directed to the dedicated BCBSTX customer service team at 1-866-295-1212.

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New Employee Benefits Orientation Session – January 13

Please encourage new employees to register for this orientation as soon as possible after their hire date.

The next session of Benefits Orientation will be held Wednesday, January 13 at 1:30 pm via Zoom. This session is most advantageous to new employees within their first 30 days of employment. Employees can register online for this session and additional sessions at: <https://employees.tamu.edu/orgdev/courses.html#2113509>. If you would like to hold a seat for an incoming employee who is not yet on TrainTraq, please email orgdev@tamu.edu.

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Faster Form I-9 Answers

The beginning of the semester is a very busy time for recruiting and hiring. Although our team is working hard to support all departments with their recruiting needs, we may not be able to answer all your questions as fast as we would like. Please remember that most of the questions related to Form I-9 can be found on our [website](#). Going to our website will ensure that you get your answers timely, and that you stay informed regarding Form I-9 processes, rules, and regulations. Below is a chart that answers our most popular FAQ regarding when a new Form I-9 or a Section 3 is needed. Always remember to search Workday and Guardian before submitting your questions.

When To Complete A New Form I-9?	How to know?	What to Do?
New Hire – Never Worked at TAMU	A Search for an employee in Guardian and Workday shows no results	Complete a New Form I-9
Hire Transferring from Another System Member	A Search for the employee in Workday shows active worker with another System Member such as AgriLife, HSC, Engineering, etc.	Email UIN-I9@tamu.edu . Request a location and pay sequence change, and create a New Form I-9.
Rehire within TAMU with Form I-9 Older than 3 years	A Search for the employee in Guardian will show that the employee is terminated. Review the hire date of the I-9.	Email UIN-I9@tamu.edu . Request a pay sequence change if needed. Complete a New Form I-9
Dual Employment AND First Job is with another System Member	A Search for the employee in Workday shows active worker with another System Member such as AgriLife, HSC, Engineering, etc.	Email UIN-I9@tamu.edu . Request a location and pay sequence change, and create a New Form I-9.

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Keep up to date on completing Form I-9

If you have not taken the Form I-9 training in the past year, please register in TrainTraq for our Zoom training or take the virtual training at your earliest convenience:

- Zoom Class: [2114043: HR Liaison: Form I-9 and Guardian](#)
- Virtual Class: [2114166: Form I-9 Processor Training available in TrainTraq](#)

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Submitting Form I-9 Remote Requests

All requests to process remote Form I-9s MUST have a hire date in the future.

- If you submit requests for remote processes on the date of hire, your risk for being out of compliance increases as we cannot guarantee that we will be able to enter the hires in Guardian on the hire date, and the employees most likely will not be able to complete Section 1 on the hire date. **Remember:** The hire date is the last day that employees can complete Section 1 of Form I-9.
- If you submit the requests with a hire date in the past, you must explain the reason for the delay and make every effort to ensure that this does not occur again. The Talent Management team is always available to meet with the departments to ensure that internal hiring processes and communications are in alignment with the Federal regulations and guidelines. Please contact UIN-I9@tamu.edu to schedule a meeting.

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Remote Working Outside the Country

Working remotely from home in the Brazos Valley is vastly different than working from home in Europe or China. Hiring, approving current workers, or returning workers from Leave, with the intent of them working remotely out of the country (off U.S. soil) should be reviewed with the Department Head and HROE before proceeding. There are many complexities to working off U.S. soil that should be addressed before approving or moving forward. Please send an email with the name, UIN and employment arrangement of the employee involved to UIN-19@tamu.edu.

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COVID-19 Return to Campus Courses

In alignment with requirements set forth by Governor Abbott's executive order GA-21 as amended by GA-22, employees are required to complete the following System Office courses in TrainTraq:

- [2114131 : Safe Practices for Returning to the Office During the COVID-19 Pandemic](#)
 - This course is required for all employees and is automatically assigned. Employees who completed the Safe Practices course will not be required to retake this course in order to return to campus.

Retake Requirement: Due Before Returning to Campus

- [2114130 : Protocol and Certification for System Member Employees; updated.](#)
 - This course is required for all employees and is automatically assigned/reassigned accordingly.
 - This course was updated; and, employees are required to retake the course before returning to work on campus (regular worksite). This requirement also applies to employees who have continued to work onsite.
 - The attached spreadsheet will only show completions on or after Nov. 4th.

Spanish versions are also available for these courses. Completing either the English or Spanish version will meet the assignment requirements to complete the courses.

Attached is a report to help monitor completions and incompletions.

If you have questions, please contact Organization Development at OrgDev@tamu.edu.

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★Please share this article with employees in your department.

Free Flu Vaccines – A&M Care Plan

Employees, retirees and dependents **covered by the A&M Care Plan** can get their free flu vaccine at the final clinic coming up on Friday, January 15, 2021 from 8:30 a.m. – 4:30 p.m. at CHI St. Joseph Health 2010 East Villa Maria Road Suite A. Visit the [flu clinic website](#) to schedule your appointment.

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PAYROLL SERVICES

Zoom Training – Paying Employees in Workday

There is still time to register in TrainTraq for Zoom training by Payroll Services Staff for [Course 2113632: HR Liaison: Paying Employees in Workday](#). The training will be Thursday, January 14, 2021 from 9:00am to 11:00am. 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 Contact 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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★Please share this notice with all employees in your department

Year-End: Employees should verify the following before January 13, 2021

Sent on behalf of the Tax Compliance & Reporting office

- Verify and update, as needed, **Mailing Address** in Workday. As employees move throughout the year, updating mailing address can be easily overlooked. If not updated and W-2 paper election is selected, the employee's W-2 will be mailed to the wrong address where an unknown person will have access to the employee's SSN. Review the [Instructions for Workday Employee Address Entry](#).
- Verify and update, as needed, **Social Security Number (SSN)** in Workday. If a SSN is not listed or is incorrect on the W-2, the Social Security Administration will not post the employee's earnings

to their social security account. It is VERY IMPORTANT for those with a SSN, to have it entered into Workday and verify it's entered correct.

- Verify and update, as needed, **W-2 Printing Election**. [Instructions for Workday to receive your W-2 electronically](#). We STRONGLY encourage selecting the electronic format which provides the advantages of:
 - Quicker access. Electronic W-2s are available as early as mid-January.
 - Increased security. Mail delivery allows access to your personal sensitive information.
 - Go green! Natural resources are saved by not printing and mailing W-2 forms.

There is a cost savings for each form not printed and mailed.

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EMPLOYEE WELLNESS

★Please share this article with employees in your department.

Flourish Events

After a year of pivots and short-term solutions, the refreshed Flourish brand and fully integrated website will launch on February 1, along with an upgraded scheduling software and app by MindBody.

Even though Flourish programs are on hiatus as we ramp up for the spring, check out our [winter interim fitness schedule](#).

Sign up for [Piranha Fitness Studio classes](#) on the Piranha website or sign up for Texas A&M Rec Sports classes by registering for the [Flourish Pass](#).

In the meantime, mark your calendars for the big reveal on February 1.

Visit our social media on [Facebook](#), [Twitter](#), and [Instagram](#) for contests, connecting with one another, and more.

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ANNOUNCEMENTS

★Please share this article with employees in your department.

Call for Nominations: President's Meritorious Service Awards – Nominations close 1/29

Nominations are now open for the 34th Annual President's Meritorious Service Awards. These awards recognize and reward 25 individuals, two teams, and two supervisors for their meritorious service to Texas A&M. Recipients of this highly prestigious award have demonstrated their commitment to the Aggie core values of excellence, integrity, leadership, loyalty, respect, and selfless service. Please consider nominating one of our deserving Aggie Staff members during the nomination period, **January 11 - 29**. Our extended Aggie Family, employees of SSC/Chartwells, are eligible for this award as well. Please visit employees.tamu.edu/pmsa for the award nomination process. The award ceremony is scheduled for Monday, April 19, 2021.

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2021 Student Employee of the Year Nomination



The 2021 Student Employee of the Year Nomination form can be found on the Jobs for Aggies Website at the bottom of the "Student Employee of the Year Nominations" tab, or [Click here!](#) to be directed to the tab!

Each year during National Student Employment Week, Texas A&M University celebrates the contributions that student employees make to our campus and community by naming two Student Employee of the Year award recipients selected from nominated candidates - one employed on-campus and one employed in the Bryan/College Station community. Award recipients will receive a scholarship sponsored by the Association of Former Students!

An exceptional employee demonstrates understanding and mastery in areas such as:

- Communication
- Digital Technology
- Problem Solving
- Professionalism/ Work Ethic
- Intercultural Fluency
- Career Management
- Leadership

- Teamwork

Nominee Criteria

- Must be a Texas A&M University - College Station student currently working in a Student Employee capacity.
- Working an average of 12 - 25 hours per week with their main focus being school.
- May be undergraduate or graduate but NOT a Graduate Assistant nor Teaching Assistant.
- Must have been employed a minimum of six (6) months by February 5, 2021.
- Must be enrolled at least ½ time (6 hours undergraduate, 5 hours graduate) at Texas A&M - College Station for the Spring 2021 term.
- Must be maintaining a 3.0 GPR or above during the semesters that the student is employed (to be calculated by Student Employment Office).

The best way to stay up to date on the Student Employee of the Year Awards and National Student Employment Week is to follow our Facebook-[jobsforaggies](#) and twitter- [@jobsforaggies](#) pages.

For more information about this award, visit the Jobs For Aggies website, or [Click here!](#)

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Division of Human Resources
& Organizational Effectiveness

QUESTIONS? HRnetwork@tamu.edu | 979.862.3854 | 979.845.4141 | [Who to Contact in HROE?](#)

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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