



# HR LIAISON NETWORK NEWS

January 13, 2020 | Share the following information within your departments as appropriate.

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## PAYROLL REMINDERS

### January 13:

- #20-1- Current Timesheets, Workday BP Approvals, Lump Sum Payouts & PPRs due at 11:00am
- #20-10 Pay Calculation Results Report available at 12:00pm

### January 14:

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

### January 15:

- #20-10 BW Final Pay Calculation Results Report available at 2:00pm
- Monthly **Retro** Business Process Approvals due at 5:00pm

### January 16:

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

### January 17:

- #20-10 Biweekly Pay Day
- Monthly Pay Calculation Results Report refreshed at 10:00am
- Monthly PPRs & Lump Sum Payouts due at 11:00am

### January 21:

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

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## HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

### Costing Allocations Resource for Graduate Assistants with a Start Date of 1/16/2020

Classification and Compensation has created a **Costing Allocations Resource for Graduate Assistants** with a start date of 1/16/2020. The resource provides recommended start and end dates for the *Assign Costing Allocations* sub-process or as a stand-alone process to **ensure costing allocations accurately charge the correct accounts**. The new resource can be found at the bottom of the [Job Changes](#) page and [Classification and Compensation Resources](#) page.

If you have any questions, please contact Classification and Compensation by email at [hrcomp@tamu.edu](mailto:hrcomp@tamu.edu) for Texas A&M, or [hschr@tamu.edu](mailto:hschr@tamu.edu) for Texas A&M Health Science Center.

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### New Salary Minimum for Exemption – FLSA

Effective January 1, 2020, the salary threshold for exemption under the Fair Labor Standards Act (FLSA) increased **from \$23,660** per year (\$455 per week or \$1,971.67 per month) **to \$35,568 per year** (\$684 per week or \$2,964 per month). Employees making less than the minimum salary threshold on January 1, 2020, have been transitioned a non-exempt status with an hourly rate, are now responsible for entering time, are now paid on a biweekly schedule, and will become eligible for compensatory time or overtime pay for hours worked over 40 in a workweek. Some titles are not subject to this new threshold, such as those with a primary duty of teaching. Please be aware of the new salary threshold when hiring, reclassifying, or Internally Promoting or Transferring (IPT) someone into an exempt position, and pay hourly if their rate does not meet the new threshold.

Two new reference documents are available on the FLSA web page at

<https://employees.tamu.edu/compensation/flsa/>

- FLSA Pay Transition document with information for newly non-exempt employees, such as information about January benefits deductions and examples of net pay.
- Resource to assist non-exempt employees and their managers with payroll and timekeeping functions.

If you have any questions about this change, please contact Classification and Compensation by email at [hrcomp@tamu.edu](mailto:hrcomp@tamu.edu) or by phone at (979) 845-4170 or [hschr@tamu.edu](mailto:hschr@tamu.edu) for Health Science Center departments.

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### HR Liaison Training Now Available for Registration

Additional sections for the HR Liaison Foundational and Functional training courses have been added in TrainTraQ and are open for registration. You can find a full list of sessions available on the [HR Liaison Training section](#) of the HROE website. Sessions start the week of January 20. HR Liaisons may register and attend any of the available courses; seats are limited.

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### UIN Required On All New Hires

To expedite the *Hire Business Process* in Workday, the employee's UIN must be included in the comments section when the process is initiated (either from a Job Requisition or from the Hire Employee task). **Failure to include the UIN in the comments will result in delays processing your new hire.** If you forget to include the UIN, please email [UIN-I9@tamu.edu](mailto:UIN-I9@tamu.edu) immediately with the Subject line <<Enter New Hire's Name>> UIN (i.e. Jamie Johnson UIN). Please include the full legal name and UIN of the new hire in the body of the email. Use this subject only if you have forgotten to include the UIN in the comments section.

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### I-9 Integration and Workday Update

The integration is running to update the Other IDs with the I-9 information, including E-Verify results and Alien Work Authorization Expiration Dates as needed. The integration runs daily and your role is critical to its success. Here's what you need to know:

1. The integration uses UINs to match records. It is crucial that UINs are entered in Guardian correctly with no dashes, periods, spaces, etc. The correct format is: 123006789. Please keep this in mind when creating new I-9 records in Guardian.
2. A Workday record **MUST** exist for the integration to work. If an I-9 is completed in Guardian and there is no employee record in Workday, the integration produces an error and the Other IDs will have to be updated manually. An employee record is created once the hire is confirmed and the UIN is entered into the employee's record by the UIN Partner. Please make every effort to complete I-9's once the employee's record is created in Workday.

Thank you for your help. Please email any questions to [UIN-I9@tamu.edu](mailto:UIN-I9@tamu.edu) or call 979-458-6703.

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### **Leading Others Program: Now Accepting Nominations for the Next Cohort – Due 01/22/2020**

Last year, HROE started on a journey to *transform how we develop Texas A&M employees*. One of the priorities was improving leadership development.

The first program developed and launched is *Leading Others* – one level of Texas A&M's new progressive leadership development framework. *Leading Others* is for emerging leaders or leaders of individual contributors (formal or informal). The intent is to help one transition from being an individual performer to leading a group of people. See the attached document for more information.

The inaugural cohort kicked off in September and are scheduled to graduate in February 2020; and, we are now accepting nominations for the next cohort kicking off this spring. The nomination form along with the program's learning journey and high level schedule are attached. Complete one nomination form for each candidate, scan, and email it as an attachment to [PDinfo@tamu.edu](mailto:PDinfo@tamu.edu). The nomination form, with all appropriate signatures, should be submitted no later than January 22, 2020 for the spring 2020 cohort. Contact [PDinfo@tamu.edu](mailto:PDinfo@tamu.edu) with any questions.

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### **New Year...Great Opportunity for Workday Training**

All HR Liaisons, new and seasoned, are highly encouraged to participate in the *Workday for HR Liaisons* training series available through HROE Professional Development. These [courses](#) cover Workday-related tasks from the HR Liaison view point such as the following:

- Create Job Requisition
- Edit Position Restrictions and Position Reclassification
- Recruiting Process
- Identify Worker Type and Create Position
- Onboarding Process
- Job Changes
- Internal Promotion, Transfer, or Demotion
- Request Compensation Change versus One-Time Payment
- Enter Time Off & Absence
- Performance Review
- And more...

Whether you handle all or just a few of these tasks in Workday occasionally or on a daily basis, these courses are for you! Along with the *HR Liaison foundational and functional training* available to the HR Liaison Network, completing the *Workday for HR Liaisons* training series will help minimize errors that could potentially affect employee benefits and pay along with the departmental budget.

Sessions are currently available through April 2020. To enroll, please visit the [course schedule](#) today!

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

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

#### **Workday Wednesday: Assign and Create Work Schedules**

**Description:** During this webinar we will discuss assigning and creating work schedules for an employee in Workday. The Assign Work Schedule business process was recently updated in December. Now, when none of the existing work schedules available in Workday meets the needs of the employee, Managers and Timekeepers can create a custom work schedule for the employee. We will walk through this new functionality and the options available for work schedule creation.

**Target Audience:** Timekeeper and those who support Managers\* with this business process.

\*If you have Managers who use this business process frequently, you may want to provide them with the event recording to view at a later date

**Presenter:** Amy Suter, Workday Services – Time Tracking

**Date:** January 22, 2020

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

**Link to Meeting:** [HERE](#)  
**Password:** Workday  
**Dial in Audio:** 1-415-655-0003  
**Access Code:** 922 570 721

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## PAYROLL SERVICES

### Payroll Services Website Updates

*Please share this information with managers, timekeepers and other staff in your supervisory organization.*

The following item has recently been updated in our [Workday Tools](#) section:

- Individual Pay Result Review

A new category with questions and answers has been added to our [FAQ](#) section under the following topic:

- HR Contact

Please reference our [Workday Tools](#) and/or [FAQ](#) information before calling your processing team or sending in a support request.

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## WELLNESS WORKS!

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

### Flourish at Texas A&M

We are excited to announce that *Flourish @ Texas A&M* has launched! You can join the Flourish community and stay in the know about events, programs, and classes by [registering for the mobile Flourish App](#). Contact [flourish@tamu.edu](mailto:flourish@tamu.edu) for more details.

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### 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 kick start 2020, we are introducing the spring fitness schedule which begins today (Monday, January 13).

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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### Registering for Fitness Sessions at [Piranha Fitness Studio](#)

In order to gain access to the Piranha Fitness Studio reservation system, *Flourish @ Texas A&M* participants will need to create an account at [bit.do/piranha](http://bit.do/piranha) AND send an email to [info@piranhafitnessstudio.com](mailto:info@piranhafitnessstudio.com) (please allow 24-48 hours for account approval). Once the participants' eligibility to participate has been confirmed (Texas A&M faculty or staff only), participants will receive a **confirmation email with instructions** on how to reserve a spot in the private fitness sessions.

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### Fitness Session Cancellations for MLK Day– Monday, January 20<sup>th</sup>

On-campus fitness sessions through *Flourish @ Texas A&M* will not be held during recognized University holidays. As a result, on-campus classes will be cancelled on Monday, January 20<sup>th</sup> in observance of Martin Luther King, Jr. Day. All classes will resume on Tuesday, January 21<sup>st</sup>.

Piranha Fitness Sessions will run on a normal schedule. Visit the [Piranha Fitness Studio Schedule](#) for details.

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## ANNOUNCEMENTS

Please share the following information with employees and students in your department.

### 2020 Census – Temporary Jobs Available!

Are you looking for a source to make some extra income? In advance of the 2020 Census, the U.S. Census Bureau is recruiting hundreds of thousands of people for temporary jobs across the United States and Puerto Rico. Most 2020 Census positions will last several weeks and offer flexible hours and competitive wages. For additional information about the positions, qualifications, and application process, visit the [U.S. Census 2020 website](#).

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### Call for Nominations: President's Meritorious Service Awards

Nominations are now open for the 33<sup>rd</sup> Annual President's Meritorious Service Awards. President Michael K. Young presents these awards to 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 2 - 27. Our extended Aggie Family, employees of SSC/Chartwells, are eligible for this award as well. Please visit [employees.tamu.edu/pmsa](http://employees.tamu.edu/pmsa) for the award nomination process.

Save the date 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.

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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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