



HR LIAISON NETWORK NEWS

January 19, 2021 | Share the following information within your departments as appropriate.

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PAYROLL REMINDERS

January 19:

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

January 20:

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

January 21:

- Monthly Final Pay Calculation Results Report available at 2:00pm
- #21-11 **Retro** Timesheets and Workday Retro BP Approvals due at 5:00pm

January 25:

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

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

Verification of Compliance - Employee COVID-19 Testing Requirement

HROE is working with IT to export testing compliance data from the REDcap portal to a custom web application that will only be accessible to HR Contacts (using CAS Authentication). Through this web application, HR Liaisons will be able to verify compliance for employees in their units for whom they are the designated HR Liaison. We will be hosting two identical training sessions to help HR Liaisons navigate the custom application. We hope you can join us for one of the sessions.

When: Jan 19, 2021 03:00 PM Central Time (US and Canada)

Register in advance for this meeting:

<https://tamu.zoom.us/meeting/register/tJMtd-6hrjotG92cbpNE9u5avgAF1MGvuFFd>

After registering, you will receive a confirmation email containing information about joining the meeting.

When: Jan 20, 2021 09:00 AM Central Time (US and Canada)

Register in advance for this meeting:

<https://tamu.zoom.us/meeting/register/tJMsce-grj8vHdBpFQPai9MZCupm9mp4MgX3>

After registering, you will receive a confirmation email containing information about joining the meeting.

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Years of Service Pins

As mentioned in the 1/4/2021 HR Liaison Network News, pins are ready for HR Liaisons to pick up from HROE Suite 1201 of the General Services Complex. If you were in contact with HROE and verified employees in your department to receive pins, they are packaged and ready. Pins must be signed for when picked up, so please bring identification. You may send a student who will also be required to show ID and sign for the pins. If you have questions, please contact Nikki Cavender at ncavender@tamu.edu.

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Extension of FFCRA through March 31, 2021

A University-wide employee email regarding the extension of leave afforded by the **Families First Coronavirus Response Act** (FFCRA) was distributed on January 13. [Read the full announcement here.](#)

As a result of the extension, employees are now eligible for FFCRA leave benefits through March 31, 2021. We have updated our [FFCRA dedicated webpage](#) including FAQs and request forms to reflect the extended date. Key reminders are summarized below:

- EPSL and/or EFMLA leave are available on a one-time basis. Employees who have exhausted their FFCRA paid leave benefits are not eligible for additional FFCRA leave.
- Eligible employees are limited to a combined total of twelve weeks of leave taken under the EFMLA and FMLA during a fiscal year. If an employee has already taken 12 work weeks of FMLA leave during the applicable 12-month period (fiscal year), they may not take additional leave under the EFMLA.
- EFMLA does not reset at the beginning of the fiscal year (September 1 to August 31). As of September 1, 2020, employees are eligible for up to 12 weeks of **FMLA** until August 31, 2021. However, they are only eligible for any unused **EFMLA** (from previous fiscal year) up to 12 weeks through March 31, 2021.

Questions:

TAMU employees may contact Employee Relations at Employee-Relations@tamu.edu.

TAMU Health employees may contact hschr@tamu.edu.

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Save the Date, February 25 – HR Liaison Network Spring Meeting

LOCATION: Zoom Meeting

DATE: Thursday, February 25, 2021

TIMES: Morning session (9:00 – 11:30 am) or
Afternoon session (1 – 3:30 pm)

Additional details coming soon.

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Form I-9 Audit

The Talent Management I-9 Team is conducting an audit of all Form I-9s completed for employment eligibility with Texas A&M University in 2020. Departments will be contacted as issues are identified.

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Tips to Prevent Form I-9 Issues

1. Plan Ahead – Do not wait until the date of hire to submit requests for remote processes, pay sequence updates, or ask questions.
2. A Form I-9 is ALWAYS needed for all Hire, Transfer, and Add Job business process in Workday with only two exceptions:
 - a. Internal Transfers within TAMU – No Form I-9 action is needed
 - b. TAMU Rehire and the original TAMU Form I-9 is NOT older than three years - You have the option of completing a Section 3, Rehire.
3. Communicate with ALL hiring managers, including Faculty, and let them know the Form I-9 requirements. No one (including student workers) should start working without first completing the Form I-9, Section 1 on or before their date of hire. Section 2 must be completed within 3 business days from the date of hire.
4. Education – If you have not taken the Form I-9 training within the past year or need a refresher sign up in TrainTraQ for:
 - a. 2114166 : Form I-9 Processor Training – Virtual
 - b. 2114043 : HR Liaison: Form I-9 and Guardian – Zoom

Workday Services Education: January and February Webinars

Please join us for the following Workday Services webinars in January! These events are open to all, but content will focus on the security role listed within the webinar description. These events can be downloaded to Microsoft Outlook by navigating to the Workday Education [Calendar](#), select the webinar you would like to add and click on the ical export icon.

[Delegations and Reassignments](#)

When: January 27, 2021

Time: 10:30am-11:30am

Presenter(s): Sri Kamarthi - Compensation

Target Audience: HR Partner, HR Contact

Overview of creating delegations and request reassignments for business process along with insight on managing inbox items in Workday. Reviewing existing delegations to make sure to create new delegations as needed. Moving business process requests forward with reassignments to get approvals on time.

[Keeping Organizations Organized](#)

When: February 3, 2021

Time: 10:30am-11:30am

Presenter(s): DeAnna White – Core HR, Wally Wellborn - Security

Target Audience: Organization Partner, HR Partner, Payroll Partner, Retiree Partner, Benefit Partner, Security Partner

During this webinar, you'll get an overview of the different types and purpose of organizations in Workday. We'll cover best practices for creating and using supervisory organizations, the manager role, inactivation, and specific actions for contingent workers. We'll review reports to monitor your member's organizational health, including the dreaded Supervisory Org Error Report.

[Ending Employment in Workday](#)

When: February 17, 2021

Time: 10:30am-11:30am

Presenter(s): DeAnna White & Pamela Gentry – Core HR

Target Audience: HR Contact, HR Partner, Benefits Partner, Payroll Partner

We'll use this webinar to review the Termination and End Additional Job business processes and best practices for selecting reasons, closing the position, and designating eligible for rehire or not, and reports for insight into terminations and vacant positions. We will also look at actions that touch payroll such as paying out vacation balances and death benefits.

[Correct Worker Start Date](#)

When: February 24, 2021

Time: 10:30am-11:30am

Presenter(s): DeAnna White & Pamela Gentry – Core HR

Target Audience: HR Contact, HR Partner, Manager, Benefit Partner, Retiree Partner, Payroll Partner

The Correct Worker Start Date business process allows authorized security roles to more easily respond to blocking events when correcting the hire date for a worker. This process allows the user to automatically process date changes and some actions for related events, ensuring that the user can respond flexibly to changing circumstances with minimal manual effort.

Workday Training Updates – Week of January 11, 2021

- Updated Job Aid
 - *Request Time Off (Families First Act)* – eligibility to request this time off may extend to March 31, 2021 for those members who elect to do so
- New Webinar Deck/Video
 - *Students as Employees* – overview of how Workday is configured to handle students as employees

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PAYROLL SERVICES

Delay Start Hours Reported

Due to inclement weather and road conditions, the Texas A&M University campus in Bryan-College Station and other university sites in Brazos County operated on a two-hour delay, with a 10:00am start on both Monday, January 11th and Tuesday, January 12th for nonessential employees. Nonessential employees able to work from home until the delayed start were instructed to do so. Hourly paid employees who were not able to work from home need to report the hours on the timesheet as "4-Unsafe Working or Travel Conditions". The remainder of their hours each day should be separately reported as "Regular Hours" on their timesheet. The emergency leave hours were not added to the Holiday/Early Release schedule in Workday therefore will not automatically load to timesheets.

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Holiday Pay

As per System Regulation 31.04.01 System Holidays Section 1.3, if an employee has unpaid Time Off for the entire workday immediately before or after a holiday, they **should not** be compensated for the holiday(s). The employee or Absence Partner should submit Unpaid Time Off to make sure the employee is not paid for the holiday(s).

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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.

Nominations Close January 29 for the President's Meritorious Service Awards

Nominations for the President's Meritorious Service Awards will end at close of business on Friday, January 29. These awards recognize and reward 25 individuals, two teams, and two supervisors for their meritorious service to Texas A&M. Please consider nominating one of our deserving Aggie Staff members for this prestigious award. Visit employees.tamu.edu/pmsa for the award nomination process.

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★Please share this article with employees in your department.

Student Employee of the Year

Sent on behalf of the Student Employment Office

**Help Your Student Employees
Build Their Resume By
Nominating Them For
Student Employee of the Year!**



A nomination for this award looks
GREAT on a resume

Nomination Deadline: February 5th, 2021

Visit the Jobs for Aggies website for more information on the SEOTY Award and view the nomination form at the bottom of the tab in the link below.

<https://jobsforaggies.tamu.edu/Student-Employment-Week/National-Student-Employment-Week.aspx#0-StudentEmployeeoftheYearNominations>

#TAMUSEOTY2021

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Division of Human Resources
& Organizational Effectiveness

QUESTIONS? HRnetwork@tamu.edu | 979.862.3191 | 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/liasons

Past LNN issues
are found online:
[HR Liaison Network
News Archive](#)