



# HR LIAISON NETWORK NEWS

January 21, 2020 | Share the following information within your departments as appropriate.

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## HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

**Save the Date, February 26 – HR Liaison Network Spring Meeting**

LOCATION: Thomas G. Hildebrand, DVM '56 Equine Complex, Andras A & Classroom B

DATE: Wednesday, February 26 - morning session (8:30 – 11 am) and afternoon session (1 – 3:30 pm)

Additional details coming soon.

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### Updated Fellows Certification Form

An important update to the form Postdoctoral Fellows or Graduate Student Fellows Certification (HR 594c) has been published. The version of this form with a revision date of 08/12/2019 erroneously stated that the individual would be permitted to drop insurance coverage at any time and re-enroll during Open Enrollment. That is not the case. Other than during Open Enrollment, the only time an individual can drop coverage or make a change to their benefit election(s) is when they have experienced a qualifying life event.

## PAYROLL REMINDERS

### January 21:

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

### January 22:

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

### January 23:

- Monthly Final Pay Calculation Results Report available at 2:00pm
- #20-11 **Retro** Timesheets and Workday Retro BP Approvals due at 5:00pm

### January 27:

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

[Payroll Processing Calendar Key](#)  
[Processing Schedules](#)  
[Workday Tools](#)

Only forms with a revision date of 01/15/2020 or later should be used. To ensure that you are using the correct form, go to <https://employees.tamu.edu/benefits/postdoc-fellow/> and print out a new version anytime you need to certify a Post Doc or Graduate Fellow.

If you have any questions about Fellows, please email [benefits@tamu.edu](mailto:benefits@tamu.edu) with reference to Fellows in the subject line.

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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**

*Date/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](mailto:benefits@tamu.edu) with questions and include "LTC Information Sessions" in the subject line.

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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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### **Xref Training**

Xref training class now available! Sign up now by going to [TrainTraQ](#) and click on the Upcoming Sections tab. Please send any questions to [jobs@tamu.edu](mailto:jobs@tamu.edu) with Xref in the subject line.

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### **REMINDER: Now Accepting Nominations for the Leading Others Program – Submission Date Extended to January 23**

Last year Human Resources & Organizational Effectiveness 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 kick-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 23, 2020 for the spring 2020 cohort. Contact [PDinfo@tamu.edu](mailto:PDinfo@tamu.edu) with any questions.

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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**

### **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](mailto: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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### **Time Tracking Workday Release Notes**

These enhancements to Time Tracking (Timesheets) have recently been announced by Workday Services:

- Paid holiday time calculations have been updated so if calculations are run for an employee who is now terminated, it will reference the employee's FTE prior to termination.
- A warning alert has been added to employee's time sheets that will trigger if they work in the United States, but do not have a social security number in Workday as required by U.S. employment Law.

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### **Payroll Services Website Update**

Two new links have been added to the [Spotlight](#) section on our website home page. These links go directly to the irs.gov webpage mentioned:

New – [FAQs on the 2020 Form W-4](#)

New – [Tax Withholding Estimator](#)

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## **EMPLOYEE WELLNESS**

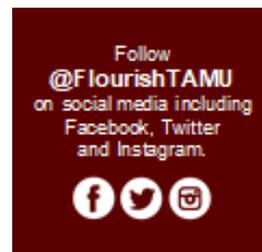
Please share the following information with employees in your department.

## 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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## 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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## Workplace Chronic Disease Self-Management Program (wCDSMP)

*Presented by Center for Population Health & Aging*

### Data Collection

- January 23, 2020 | 8 a.m.–Noon | MSC 1400

### Workshops

- The 6-week long workshop begins 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](mailto:cindysquinn@tamu.edu) | [www.cpha.tamhsc.edu](http://www.cpha.tamhsc.edu)

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## ANNOUNCEMENTS

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

### Nominations Close January 27 for the President's Meritorious Service Awards

Nominations for the President's Meritorious Service Awards will end Monday, January 27. 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. Please consider nominating one of our deserving Aggie Staff members for this prestigious award. Visit [employees.tamu.edu/pmsa](http://employees.tamu.edu/pmsa) for the award nomination process.

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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/liaisons](http://employees.tamu.edu/liaisons)

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