Ā T M HR LIAISON NETWORK NEWS

January 25, 2021 | Share the following information within your departments as appropriate.

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS
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2020 Form I-9 Audit
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BV-SHRM Business Seminar

TEXAS A&M COVID-19 CAMPUS GUIDANCE	*HROE COVID-19 UPDATES FOR EMPLOYEES*

PAYROLL REMINDERS

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

January 26:
- #21-11 Pay Calculation Results Report refreshed at 10:00 am
- #21-11 Timesheets Locked; only Timekeepers can update
- Run Timekeeper Reports

January 27:
- #21-11 BW Final Pay Calculation Results Report available at 2:00 pm

January 29:
- #21-11 Biweekly Pay Day

February 1:
- Monthly Pay Day

Payroll Processing Calendar Key
Processing Schedules
Workday Tools

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

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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2020 Form I-9 Audit
The Talent Management I-9 Team has completed the audit for Form I-9 Employment Verification. Departments will be contacted with their results in the coming weeks. Meetings to review issues and to devise plans for improvement will be scheduled with departments as appropriate. Thank you for all you do to keep Texas A&M University in compliance with Federal and State employment laws.

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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.

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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 Spring 2021.

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.

- o This course was updated; and, employees are required to retake the course before returning to work on campus Spring 2021 (regular worksite). This requirement also applies to employees who have continued to work onsite.
- o The attached spreadsheet will only show completions on or after Nov. 4th.

<u>Spanish versions are also available</u> 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 <u>OrgDev@tamu.edu</u>.
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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. Benefit-eligible 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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Overpayments/Cancellations
If your department had a payroll overpayment in calendar year 2020 and the employee has not paid back the overpayment please email <u>payroll@tamu.edu</u>. 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 2020 W-2 will be incorrect and once the cancellation is processed a corrected 2020 W-2C will be issued.
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Ensure New Hires Complete Onboarding Tasks
Please be sure and verify that all new hires are completing their Workday Onboarding inbox tasks. Payroll Services is seeing an increase in employees without mailing addresses or Direct Deposit. If employee elects to not enroll in Direct Deposit, it is critical that they enter a valid mailing address in Workday. This will ensure that they receive their pay checks timely as **Payroll Services is mailing all paper pay checks**. A valid and complete address includes the Apartment # or Unit #.
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EMPLOYEE WELLNESS

★Please share this article with employees in your department.
Flourish Events
We have spent the last six months working hard behind the scenes to make trying on different versions of wellness easier and part of that work was to build an upgraded app to make booking your favorite programs smoother.

Learn more about our new scheduling software and mobile app <u>HERE</u>.

- If you had an account with Flourish in 2020, you will need to request a new password and update your login information.
- If you are new to Flourish, you will need to create an account.
- Everyone who wants to use our mobile app will need to download the new version by searching "Flourish at Texas A&M" in the App Store or Google Play.

Don't forget about our new website 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.
PMSA Nomination Period Ends on Friday, January 29
Remember, nominations for the President's Meritorious Service Awards (PMSA) close at 5:00p.m. Friday, January 29. Please consider nominating one of our deserving Aggie Staff members, a team, or a supervisor for this prestigious award. Visit ***employees.tamu.edu/pmsa*** for the award nomination process.
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BV-SHRM Business Seminar
Sent on behalf of the BV-SHRM
Mark your calendars for the BV-SHRM Business Seminar! With huge thanks to our sponsor, CHI St. Joseph, our Board, and our volunteer speakers, we are excited to announce the following details:

> **Date: February 23, 2021**
> **Time: 8am - 4:30pm**
> **Location: Phillips Event Center**

Our speaker lineup includes: Mays Business School's Dr. Tom Marrs; Brazos County District Attorney Jarvis Parsons; Texas SHRM District 1 Director Dustin Paschal, JD; Bob Lewis and others!

To register, go to https://bv-shrm.shrm.org/forms/2021-bv-business-seminar-registration. We look forward to seeing you there!
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