



HR LIAISON NETWORK NEWS

January 27, 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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Organization Changes within HROE

Recently the Division of Human Resources and Organizational Effectiveness (HROE) evaluated our organization structure, processes, and customer relationships and have decided to implement organization changes to assist us in meeting our long-term objectives and promote progressive outcomes with a strategic agenda. [Learn more about these changes here.](#)

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Long-Term Care Insurance One-Time Special Enrollment

PAYROLL REMINDERS

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

January 28:

- #20-11 Pay Calculation Results Report refreshed at 10:00am
- #20-11 Timesheets Locked; only Timekeepers can update
- Run Timekeeper Reports

January 29:

- #20-11 BW Final Pay Calculation Results Report available at 2:00pm

January 31:

- #20-11 Biweekly Pay Day

February 3:

- Monthly Pay Day

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

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 with questions and include "LTC Information Sessions" in the subject line.

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Updated Dual Employment Documents

Both the [Dual Employment Comment Template](#) and [Dual Employment Agreement Form](#) have been updated on the HROE website. The Office of Vice President for Research review and approval section has been added to the Dual Employment Comment Template. Also, this section has been updated on Dual Employment Agreement Form to reflect the correct email address and review process. This section is to be used when the position falls under the purview of the Office of Vice President for Research. If the section is not applicable to you, please answer "No" or "N/A". As a reminder, the Dual Employment Comment Template should be used when an employee has multiple jobs at Texas A&M. The Dual Employment Agreement Form should be used when an employee works for Texas A&M and another State of Texas agency.

For questions, please contact Classification and Compensation at 979.845.4170 or hrcomp@tamu.edu, or hschr@tamu.edu for Health Science Center departments.

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Completing I-9's If Guardian Is Unavailable

Texas A&M University participates in E-Verify and uses Guardian by Lawlogix to complete and submit I-9's. On occasion Guardian may be unavailable due to unforeseen problems. If you need to complete an I-9 for a new hire and Guardian is unavailable, please use the paper Form I-9 and upload it into Guardian as soon as you are able. To check the status of Guardian, you can visit <https://www.lawlogix.com/guardian-stats-index/prod1/>.

Please email any questions to UIN-I9@tamu.edu or call 979-458-6703.

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I-9 Training

Reminder: I-9 Training will be conducted tomorrow (Tuesday, 1/28) at the GSC in room 101B from 3:30pm to 5:00pm. If you have not been to an I-9 training session recently, please make plans to attend by signing up today.

1/28/20 3:30pm-5:00pm GSC 101B [Register](#)

3/18/20 9:00am-10:30am GSC 101C [Register](#)

5/21/20 9:00am-10:30am GSC 101C [Register](#)

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Xref Training

Xref is the newest service available for TAMU to assist with the recruiting and selection process. If you haven't yet looked into using Xref, please check it out [here](#). Almost 150 candidates have been reference checked with a response rate of over 3 references per candidate. Additionally, over 475 postdoc candidate letters of recommendation have been collected using Xref. [Sign up now](#) for more information and how to use Xref to give your candidate recruiting and selection new life.

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Workday Services Education and Training: February Webinar

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

Workday Wednesday: Employee Development Items

Description: The Development Items feature in Workday allows Managers and Employee to work together to create items to track for the growth and development of an employee's knowledge, skills and abilities. We will discuss the difference between Goals and Development Items. How to Create and Manage Development Items and review available reports.

Target Audience: Talent Partner, *Managers

*This security role would benefit from the sharing of this information. Feel free to forward the invitation.

Presenter: *James Ross, Workday Services – Talent and Development*

Date: February 12, 2020

Time: 10:30am to 11:30am

Link to Meeting: [HERE](#)

Password: Workday

Dial in Audio: 1-415-655-0003

Access Code: 922 409 491

Workday Release Preview

Description: During this session we will provide an overview of what to expect from the new Workday release in March 2020.

Target Audience: All administrative and supporting partner and departmental roles who use Workday to conduct business.

Note: This session will be repeated on the afternoon of March 3

Presenter: *Workday Services*

Date: February 27, 2020

Time: 9:00am to *10:00am

*Duration is approximate and depends on number of release items anticipated.

Link to Meeting: [HERE](#)

Password: Workday

Dial in Audio: 1-415-655-0003

Access Code: 927 036 134

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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. 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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Live Training – Paying Employees in Workday

There is still time to register in TrainTraq for live training by Payroll Services staff for [Course 2113632: HR Liaison: Paying Employees in Workday](#). The training will be Thursday, February 6, 2020 from 9:30am to 11:00am in the General Services Complex (GSC) 101C. 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 Liaison 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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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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Workplace Chronic Disease Self-Management Program (wCDSMP)

Presented by Center for Population Health & Aging

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 | www.cpha.tamhsc.edu

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Walk Across Texas – Form Your Team Now!

February 8 – April 3, 2020

Employees, their friends, and/or family have the opportunity to participate in the annual *Walk Across Texas!*, an 8-week physical fitness program that encourages individuals and teams up to eight people to track and monitor their physical activity with the goal of earning enough miles to walk across the State of Texas (833 miles) Stay tuned for information on how to participate and register under the Texas A&M league code. Happy Walking!

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Division of Human Resources
& Organizational Effectiveness

QUESTIONS? 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

View the
[HR Liaison
Network News
Archive Online](#)

