



# HR LIAISON NETWORK NEWS

January 4, 2021 | Share the following information within your departments as appropriate.

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## PAYROLL REMINDERS

### January 4:

- Monthly Pay Day
- #21-09 Biweekly Pay Day

### January 7:

- #21-10 **Retro** Timesheets and Workday Retro BP Approvals due at 5:00pm

### January 11:

- #21-10 Current Timesheets, Workday BP Approvals, Lump Sum Payouts, PPRs & Time Off Requests due at 11:00am
- #21-10 Pay Calculation Results Report available at 12:00pm

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

### Employee COVID-19 Testing Requirement - Virtual Q&A Session for Liaisons

The Division of Human Resources and Organizational Effectiveness (HROE) will be hosting a second Question and Answer session for HR Liaisons tomorrow (supervisors may attend as well) regarding the recently announced COVID-19 Testing Requirement for all TAMU employees in Bryan-College Station. HROE recently posted [testing-related FAQs on our website](#). We ask that all session participants review the information contained in the FAQs. Come prepared to ask questions you may have about the employee testing requirement. This session is not intended to be a formal training session; however, it is an opportunity to hear the types of questions that your colleagues may raise. At the beginning of the meeting, we will have the opportunity to hear from [Dr. Shawn Gibbs, who was recently appointed to lead the University's response to COVID-19](#).

**Tuesday, January 5, 2021**

When: 10:30 AM – 12:00 PM Central Time (US and Canada)

Register in advance for this meeting:

[https://tamu.zoom.us/meeting/register/tJwsceCpqT0jHde\\_KqLThxEJHH6mEujLpnS9](https://tamu.zoom.us/meeting/register/tJwsceCpqT0jHde_KqLThxEJHH6mEujLpnS9)

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

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★ Please share this article with employees in your department.

### Multiphase Return-to-Campus Plan Adjustment Effective January 4, 2021

HROE distributed an employee email communication on December 21 announcing a new adjustment to the University's phased approach to returning employees to work on campus. **In light of an expected surge of**

**COVID-19 cases through the holiday break, we are reverting to Phase 2 guidance effective January 4, 2021.** Therefore, we are adjusting the maximum percentage of employees working in any given location and on any given day **from 75% to 50%**. [Read the full announcement to employees here.](#)

For additional information related to the University's response to COVID-19, please consult these resources:

- [Employment-Related Information](#)
- [Texas A&M Guidance and Updates](#)
- [COVID-19 Guide for Sick/Exposed Members](#)

Questions regarding the new adjustment to the multiphase plan can be directed to [employee-relations@tamu.edu](mailto:employee-relations@tamu.edu) for Texas A&M or [hschr@tamu.edu](mailto:hschr@tamu.edu) for Texas A&M Health.

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### **Temporary Overlap Staff Jobs Webpage Updated**

If a department has an employee who is retiring or leaving the University, and the department would like to hire their replacement before the current employee's departure, they need to create a temporary overlap staff job in Workday. The department must create a temporary overlap staff job as two employees cannot be in the same position number in Workday. The business process for temporary overlap staff jobs has been revised to establish standards to maximize efficiencies, promote best practices, and simplify the user experience. The Temporary Overlap Staff Jobs webpage has been updated to include the new streamlined and simplified option when the employment, supervisor, and position description will remain the same for the employee who is retiring or leaving the University.

For resources on the revised Temporary Overlap Staff Jobs business process including the new option, please reference the [Temporary Overlap Staff Jobs](#) website. For additional job questions, please contact Classification and Compensation at 979.845.4170 or [hrcomp@tamu.edu](mailto:hrcomp@tamu.edu), or [hschr@tamu.edu](mailto:hschr@tamu.edu) for Health Science Center departments.

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### **Update on Years of Service Pins**

Thank you to those who helped verify employees who reached 20, 25, 30, 35, 40, 45, 50, and even 55 years of service in 2020. Pins are being packaged to be ready by January 7 for pick-up from Suite 1201 in the General Services Complex. We will reach out to department contacts if your items are ready prior to that date. Thank you for your patience in this process.

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### **Hiring – Recruiting Process Reminders**

1. The Hire process will automatically be triggered for candidates coming through and completing the Recruiting business process in Workday. The Hire Employee business process should not be initiated for these candidates.
2. Please see Hire Employee Process – Students section below for processing hires done outside the Recruiting business process in Workday.
3. Email [jobs@tamu.edu](mailto:jobs@tamu.edu) to request a candidate review prior to moving a candidate to the offer or background check step.
4. HROE Recruitment strongly encourages all recruiting documents be uploaded to the Secure Document Server when requesting reviews to make offers to candidates. This will help expedite the review process and move candidates through the process much quicker.
5. Please allow 48 hours to process Criminal Background Checks requests before sending in requests for status updates.
6. Complete section 1 of the I-9 in Guardian no later than the date of hire and section 2 no later than 3 business days after the date of hire. If you need assistance to determine whether a new I-9 or Section 3 is needed, please see the [I-9 website](#). Email [UIN-I9@tamu.edu](mailto:UIN-I9@tamu.edu) or call 979-458-6703 for assistance.

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### **Hire Employee Process – Students**

The following reminders are for hires done outside of the normal Recruiting business process:

1. Individuals currently active in Workday will not show up in the Existing Pre-Hire search from the Hire Employee business process.
2. Before starting the Hire Employee business process, enter the hire's UIN into the Global Search Bar (Make sure to select All of Workday under Categories). If the UIN is in use in Workday, you will see the name associated with the UIN.

- a. If (Terminated) shows next to their name, verify that is the person you are hiring, and if so, use that name in the Existing Pre-Hire search.
  - b. If just their name shows, that indicates the person is already active in Workday and the Job Change > Add Job business process should be used (if that's your person).
3. If the UIN does not return a name (and you've selected All of Workday for your search), you can select Create a New Pre-Hire from the Hire Employee business process.
4. Please enter the UIN, Legal Name, and Guardian Pay Sequence in the comments section when entering a hire into Workday. Putting these items in the comments will help the I-9 Partner role to process your hire quicker.

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### **Guardian Enhanced Employee Experience**

LawLogix has released a new employee experience. The experience is an in-depth overhaul of the new employee hiring workflow, redesigned for easier navigation and better multi-device support.

Several improvements were added to the onboarding workflow. Among them are:

- Mobile-friendly interface for new employees
- New embedded walkthrough video
- Updated guidance for important I-9 requirements

For more information on the changes, [We recommend reviewing this webinar](#).

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### **Past Due System Required Web-based Training (WBT) Report**

Attached is the monthly Required Training Assignments Report for System-required training. The report format is designed to be helpful, and actionable in enabling compliance.

1. The first tab is a summary of past due employees by Executive Level 2.
2. The second tab provides more detail with:
  - Filters to quickly identify specific colleges / divisions and departments with individuals who are past due
  - Highlighting those that are more than 90 days past due and more than 365 days past due.

If you have questions, please contact [orgdev@tamu.edu](mailto:orgdev@tamu.edu).

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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.

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

[Spanish versions are also available](#) 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 [OrgDev@tamu.edu](mailto:OrgDev@tamu.edu).

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## Paid Holiday / Early Release Not on Timesheet

In order to get the time blocks to create for early release, paid holidays and inclement weather events the calculations need to run on the time sheet. These calculations run automatically when employees enter/update time. If an employee does not have worked time to enter or update (paid time off, holidays all week) or they entered all time prior to the event being added to the calendar, they should Run Calculations on their time sheet. You can find the option to "Run Calculations" in the Enter Time menu at the bottom left of the employee's time sheet. The time sheet needs to be submitted and approved for the time to pay.

Alternatively, Timekeepers can choose to run calculations for everyone or groups of individuals.

Run Time Calculations for a Date Range:

1. Search for Run Time Calculations for a Date Range report.
2. Select the workers for whom you'd like to run calculations.
3. Enter Run Frequency [Run Now].
4. Enter a Request Name.
5. Select a Start Date and End Date to define the date range for calculations.
6. Click OK to run process.

See [Holiday Time Off, Early Release and Timesheets](#) on Payroll Services website for more information.

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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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## Zoom Training – Paying Employees in Workday

There is still time to register in TrainTraq for Zoom training by Payroll Services Staff for [Course 2113632: HR Liaison: Paying Employees in Workday](#). The training will be Thursday, January 14, 2021 from 9:00am to 11:00am. 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 Contact 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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Division of Human Resources  
& Organizational Effectiveness

**QUESTIONS?** [HRnetwork@tamu.edu](mailto:HRnetwork@tamu.edu) | 979.862.3854 | 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/liaisons](http://employees.tamu.edu/liaisons)

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