



# HR LIAISON NETWORK NEWS

July 13, 2020 | Share the following information within your departments as appropriate.

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## HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

### Request for Fall Teaching Accommodations

A [special LNN](#) was sent last week regarding faculty requests for teaching accommodations afforded by the Americans with Disabilities Act (ADA) and Family Medical Leave Act (FMLA). All faculty (instructors) seeking

## PAYROLL REMINDERS

### July 13:

- #20-23 Current Timesheets, Workday BP Approvals, Lump Sum Payouts & PPRs due at 11:00am
- #20-23 Pay Calculation Results Report available at 12:00pm

### July 14:

- #20-23 Pay Calculation Results Report refreshed at 10:00am
- #20-23 Timesheets Locked; only Timekeepers can update
- Run Timekeeper Reports

### July 15:

- #20-23 BW Final Pay Calculation Results Report available at 2:00pm
- Monthly Retro Business Process Approvals due at 5:00pm

### July 16:

- Monthly Pay Calculation Results Report available at 12:00pm

### July 17:

- #20-23 Biweekly Pay Day
- Monthly Pay Calculation Results Report refreshed at 10:00am

### July 20:

- Monthly Pay Calculation Results Report refreshed at 10:00am
- Monthly PPRs & Lump Sum Payouts due at 11:00am

[Payroll Processing Calendar Key](#)  
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accommodations have been instructed to [complete the online form](#) no later than **Wednesday, July 15 at noon**. Please read the [special LNN](#) for important details.

HR Liaisons should expect to see a significant increase in ADA and FMLA requests over the next week. It is important to expedite these requests to ensure that the University is in the best position to assess faculty availability for face-to-face teaching in the fall. A few things to note:

- The Faculty Accommodations Requests will be related to a personal or family member's high-risk medical condition(s).
- The [ADA](#) and [FMLA](#) processes remain the same as the current processes.
- The HR Liaisons will receive the reviewed medical documentation from Employee Relations. Then, the decision to grant the accommodations will be made by the Employing Department/Unit and the HR Liaison.
- Prior to denying any request for accommodation, HR Liaisons must consult with Employee Relations and the Dean of Faculties Office.
- If you have any questions, please reach out to your [Employee Relations Business Partner](#).

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### Requests for Staff Accommodations & Other Leaves

Staff who are instructed to return to work on campus and have concerns about doing so as a result of a medical condition that places them in a higher risk group or those who are caring for someone in a higher risk group should consult with their manager and/or HR Liaison to discuss options (AWL, ADA, FMLA, EPSL, EFMLA, accrued leave, etc.) based on their specific circumstances. Additional information about these options/programs is available on our website at [employees.tamu.edu](http://employees.tamu.edu).

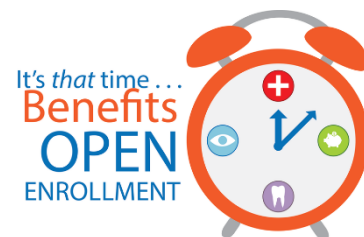
**NOTE:** In all cases, the employee's (faculty, staff, student) specific medical information should not be shared with managers directly, but rather discussed with the departmental HR Liaison, to prevent unintended disclosure of Protected Health Information under federal law.

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### Open Enrollment Virtual Benefits Fairs and Meetings

The vendor presentations at this year's Virtual Benefits Fair are come-and-go and will be held online via Webex. Attend all or part of any meeting presentation. Click on the date(s) below to log in to the virtual fair(s) you would like to attend, at the time the session is scheduled to begin. You may log in 10 minutes early if desired.

|   |   |
|---|---|
| <b>Employee Meeting</b><br><a href="#">Tuesday, July 14</a><br>1:00 p.m. to 4:45 p.m.<br><a href="#">Schedule</a> | <b>Retirees Meeting</b><br><a href="#">Friday, July 17</a><br>8:00 a.m. to 11:00 a.m.<br><a href="#">Schedule</a> |
|---|---|



If you miss a meeting, the Carrier Presentations are found on the [A&M System Open Enrollment site](#) (scroll to bottom of the page) for the link.

Open Enrollment is available in [Workday](#) through July 31. Visit our [Texas A&M Open Enrollment page](#) for details regarding your FY21 benefits, benefit guides and booklets, vendor presentation and details on how to use our virtual appointments, open enrollment questions form or virtual office hours.

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### NOW AVAILABLE: Spanish Versions of the COVID Return to Campus Courses

Spanish versions of the COVID Return to Work courses are now available in TrainTraq as follows:

- [2114163 : Protocolo y Certificación para Empleados Miembros del Sistem](#)
- [2114165 : Practicas Seguras Para Regresar a la Oficina Durante la Pandemia de COVID-19](#)

Please note, completing *either* the English or Spanish version will meet the assignment requirements to complete the courses. And, starting next week, completions will be available in the attached COVID course completions report.

If you have questions, please contact Organization Development at [OrgDev@tamu.edu](mailto:OrgDev@tamu.edu).

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## COVID-19 Signage for Offices

As more people return to campus, it is important to ensure everyone is well-informed about the University mask policy as well as proper hygiene practices to prevent the spread of COVID-19. HROE has created several signs for HR Liaisons to use in workspaces. Texas A&M has also added some new COVID-19 signage for your use. Signs are linked below and also posted at <https://employees.tamu.edu/liaisons> online.

Feel free to post these signs based on your unit's needs.

- [Mask Required](#)
- [Healthy Habits](#)
- [Social Distancing](#)
- [Do Not Enter](#)
- [Enter One at a Time](#)
- [Six Feet Apart](#)
- **NEW** - [Texas A&M signs](#)
- CDC signs: [Symptoms of Coronavirus](#) & [What you should know about COVID-19](#) & [What to do if you are sick](#)

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## PAYROLL SERVICES

### URGENT – Faculty Vacation Time Off Payouts

Effective immediately, TAMU Faculty Vacation Time Off Payouts will be funded 100% by college fund accounts. A few colleges have exceptions to this requirement through August 31, 2020. Effective September 1, 2020, all Faculty Vacation Time Off Payouts will be processed using College fund accounts no exceptions.

A corrected Payroll Payment Request (PPR) form will be requested by Payroll Services if the required college account(s) is/are not included.

**Note:** Staff Vacation Time Off Payouts will continue to utilize ACAP (Central) funds. If you have any questions regarding this funding change, please email [payrollprocessing@tamu.edu](mailto:payrollprocessing@tamu.edu)

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### Zoom Training July 21 – “Paying Employees in Workday”

There is still time to [register in TrainTraq](#) for live Zoom training by Payroll Services Staff for:

**Course 2113632: HR Liaison: Paying Employees in Workday**

**Tuesday, July 21, 2020**

**9:00am to 10:30am**

A meeting link and class documents will be sent to registered participants prior to the start time. 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.

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### Manager & Timekeeper Report Instructions

Instructions for the **Review Time** (Manager) and **Time Summary Review** (Timekeeper) Reports are available in the [Workday Tools](#) section of our website. The Review Time report within Workday makes it extremely easy for managers to review and approve their employee's submitted hours and time off in one place. The Time Summary Review report within Workday is used by Timekeepers to monitor needed actions once timesheets are locked. They can work with managers on approval or pull up the individual employee's timesheet and submit / approve on behalf of the manager. Please make sure all managers are provided a copy of the Review Time instructions.

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## EMPLOYEE WELLNESS

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

## Flourish Events

Give yourself permission to rest. Feel your feelings. Trust your gut. Love your body. Simplify your life. Learn something new. Be yourself.

### Special offerings this week:

- [Gardens Lunch 'N Learn: Irrigation Controllers](#) | 7/14 | 12:30pm – 1:30pm
- [Infertility Connection](#) | 7/15 | 12:00pm – 1:00pm
- [Live Unapologetically](#) | 7/16 | 12:00pm – 1:30pm
- [Cooking with Flourish](#) | 7/16 | 5:30pm – 6:30pm

### Fitness schedule:

- [Pilates](#) | 7/8 | 11:45am – 12:30pm
- [Foam Rolling](#) | 7/14 & 7/16 | 7:00am – 7:30am
- [Band and Ball](#) | 7/14 & 7/16 | 4:45pm – 5:30pm
- [Rec Sports](#) Group RecXercise Schedule – [HERE!](#)
- [Piranha Fitness Studio Schedule](#) – [Register Here!](#)

Visit our [calendar](#) or our social media on [Facebook](#), [Twitter](#), and [Instagram](#) for reoccurring program offerings, new programs, other fitness classes, and ways to support and connect with one another. Don't forget to [sign-up](#) for our app to be first to know about news and contests!

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Division of Human Resources  
& Organizational Effectiveness

**QUESTIONS?** [HRnetwork@tamu.edu](mailto:HRnetwork@tamu.edu) | 979.862.3191 | 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/liasons](http://employees.tamu.edu/liasons)

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