



HR LIAISON NETWORK NEWS

July 15, 2019 | Share the following information within your departments as appropriate.

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

[University Holidays Approved for 2019-2020](#)

[Work Study Reminders – Summer2/Fall 2019](#)

[Registration Open for New Workday for HR Liaisons Classes](#)

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WELLNESS WORKS!

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PAYROLL REMINDERS

July 15:

- #19-23 Current Timesheets, Workday BP Approvals, Lump Sum Payouts & Supplements due at 11:00am
- #19-23 Pay Calculation Results Report available at 12:00pm

July 16:

- #19-23 Timesheets Locked; only Timekeepers can update
- Run Timekeeper Reports
- #19-23 Pay Calculation Results Report refreshed at 10:00am

July 17:

- Monthly **Retro** Business Process Approvals due at 5:00pm

July 18:

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

July 19:

- #19-23 Biweekly Pay Day
- Monthly Pay Calculation Results Report refreshed at 10:00am

July 22:

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

[Payroll Processing Calendar Key Processing Schedules](#)

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

University Holidays Approved for 2019-2020

The Texas A&M System Board of Regents has approved the following schedule for University holidays for Texas A&M University and Texas A&M Health Science Center for fiscal year 2020:

- Thanksgiving November 28-29, 2019
- Winter Break December 23, 2019 – January 1, 2020
- Martin Luther King, Jr. Day January 20, 2020
- Spring Break March 11-13, 2020
- Memorial Day May 25, 2020

For information about factors considered when holidays are set visit employees.tamu.edu/benefits/leave/holidays. *Other campuses, agencies, and universities within The Texas A&M University System may have different schedules; [view here](#).

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Work Study Reminders – Summer2/Fall 2019

July 27 is the last day students may be paid from summer work study funds. Due to government regulations, students may not earn work study funds beyond their last date of enrollment. See the attached document for additional details. If you have further questions, please contact the Student Employment Office at workstudy@tamu.edu.

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Registration Open for New Workday for HR Liaisons Classes

Registration is open for the new Workday for HR Liaisons classes announced at the June 25th HR Liaison Network Meeting. For a list of courses, descriptions, outlines, and dates, visit: <https://training.tamu.edu/schedule#TAMUWorkdayTraining>. Please note registration closes 7 days prior to the class start date due to the required pre-requisite to complete a new Statement of Responsibility (SOR) form, along with the HIPAA 11009 and FERPA 11012 web-based training (WBT) courses in TrainTraq. These details are outlined in the registration confirmation you receive upon registration. If a class is full, please add yourself to the waitlist so you can be notified when another class is scheduled. If you have questions, please contact PDinfo@tamu.edu.

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PAYROLL SERVICES

Payroll Services Email

Payroll Services requests that all questions, issues for review, scanned forms and documents or other matters be sent to our shared email at payrollprocessing@tamu.edu rather than emailing a processor individually. Even though you may be used to working with a particular processor, if they are emailed individually but are out of the office, a response to your item will be delayed or may miss being included with the current payroll calculation. Your assistance is appreciated.

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WELLNESS WORKS!

Please share the following information with employees in your department.

Wellness Happenings for July

Check out our monthly newsletter [here](#)!

A blue graphic with a white mountain-like shape at the top and the text "WELLNESS WORKS!" in white capital letters on a blue background.

News/Announcements

- **Wellness Incentive Special Notice!**

It can take 6 to 8 weeks from the time you complete BOTH your [annual wellness exam](#) AND the [health assessments](#) for the claim to process and the incentive to show on your MyEvive account and in Workday. Please check back to review your incentive status on July 31, at the close of [Open Enrollment](#). Employees should proceed with completing Open Enrollment in Workday as soon as possible rather than waiting until the incentive is credited. We appreciate your patience and understanding.

- **Restore Your Rest**

Sleep is essential to fuel your day and function at optimum levels. Sleep experts suggest we need at least 7 hours of sleep so we can function at our best. However, your amount of sleep is often compromised because of today's hectic, constantly communicating society. Stealing hours from our sleep time in order to fulfill other

commitments is actually holding us back. To learn more about the importance of sleep, the effect it has on us, as well as tips to increase sleep, access the *WELLNESS WORKS!* [Sleep Education Resource Toolkit](#).

Upcoming Events

- **Summer Kickball League**
WELLNESS WORKS! has again partnered with the Department of Recreational Sports to host a Summer Coed Kickball League for Texas A&M University faculty and staff. Support your colleagues and join us at the Penberthy South Intramural Fields, beginning Tuesday, July 9 and Thursday, July 11. Game times include 6:30pm, 7:15pm, 8:00pm, and 8:45pm.
Click [here](#) for more information about the league!
- **FREE On-Campus Financial Consultations – Click [here](#) to RSVP**
- **Dinner Tonight: Cooking Club Kickoff Event**
Presented by Texas A&M AgriLife Extension Service, Dinner Tonight
Tuesday, August 6 | 12:00pm – 1:15pm | [Rec Center](#) Room 2229A (Use South Entry)
This Cooking Club includes culinary experiences aimed at preparing quick, healthy, cost-effective recipes.
[Register here](#) for the kickoff event for the Dinner Tonight: Cooking Club with a live cooking demonstration.

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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](#)