



HR LIAISON NETWORK NEWS

July 20, 2020 | Share the following information within your departments as appropriate.

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

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PAYROLL REMINDERS

July 20:

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

July 21:

- Monthly Pay Calculation Results Report refreshed at 10:00am
- Current Monthly BP Approvals due at 5:00pm

July 22:

- Monthly Pay Calculation Results Report refreshed at 10:00am

July 23:

- Monthly Final Pay Calculation Results Report available at 2:00pm
- #20-24 Retro Timesheets and Workday Retro BP Approvals due at 5:00pm

July 27:

- #20-24 Current Timesheets, Workday BP Approvals, Lump Sum Payouts & PPRs due at 11:00am
- #20-24 Pay Calculation Results Report available at 12:00pm

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

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

Updated COVID 19 Reporting Process and Form

Texas A&M University has implemented a new COVID 19 reporting process and form for students, faculty, and staff as outlined in an [email message](#) from Provost Fierke today. HR Liaisons, departments, and supervisors should review the [COVID 19 Reporting Process](#) webpage for all reporting guidelines.

NOTE: This new process has replaced the "Ill Employee Protocol Supervisor Checklist".

- **NEW** - [COVID 19 Reporting Process](#)
- **NEW** - [COVID-19 Report Form](#)

Questions regarding the COVID-19 reporting process may be sent to COVID19Process@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 before returning to campus (regular worksite):

- [2114130 : Protocol and Certification for System Member Employees](#)
- [2114131 : Safe Practices for Returning to the Office During the COVID-19 Pandemic](#)

These will be automatically assigned to new employees. [Spanish versions are also available](#). 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.

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Open Enrollment Reminders

- Benefit elections can be made in Workday through **Friday, July 31**.
- Benefits will be effective September 1, 2020.
- Visit the [Benefit Services Open Enrollment](#) or [System Benefits Administration](#) webpage for the employee and retiree Open Enrollment Booklets, FY21 Benefits Guide and other support resources.
- *2114157: Completing Open Enrollment in Workday 2020 (Employees and Retirees)* is available for review in TrainTraq.
- Resources available in the Education section of [Workday Help](#)
 - *Complete Open Enrollment* job aid
 - *Open Enrollment 2020* video
- Staffing changes that impact Open Enrollment
 - If an employee has a staffing change in September or October that is RETRO to 9/1, and it results in them being in a different benefit group (Full Time Monthly, Part Time Biweekly, etc.), their Open Enrollment will have to be rescinded and redone.
 - When the Open Enrollment event is reopened, the employee will have 8 days to make the elections. The Open Enrollment event cannot be finalized until those 8 days have passed.
 - During those 8 days, Medical, Dental & Vision enrollment will revert back to FY20 coverages. Life insurance & spending accounts will disappear entirely.
 - If a payroll runs during those 8 days, it will take deductions based on the FY20 coverages for Medical, Dental & Vision. It will not deduct any premiums for life or spending accounts. Retro payroll processing should calculate the difference for the Med, Den, Vis. The difference between the FY20 and FY21 rates will then be deducted on the next payroll. The Life Insurance deductions and spending account will have an effective date of 09/01 when the event is finalized, and the retro payroll processing will pick it up and deduct at the FY2021 rates from the next payroll.
 - If you have retro turned off, you will need you will need to process any corrections manually.

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Hire Process Requests

In preparation to start the new academic year, HR Liaisons assistance with the following items is requested to ensure that all Hire processes are handled correctly and to reduce processing times:

- **Entering UIN in the Comment Section** – Please remember to enter the new hire's UIN in the comments section. Failure to do so will result in delays confirming the new hire.
- **Preventing Duplicate Hires** – Prior to entering a hire event in Workday, please use the UIN to complete a search in Workday. Please refer to [Workday Help](#) to review the most up-to-date job aid for the Hire Business Process.
 - Use "All of Workday" as the default setting for the search.
 - If you do not get any records, this means you can create a new pre-hire record.
 - If you get a record, you need to select the record to start the hire process.

- **Attaching Compliance Memos for Form I-9** – If you know that the Form I-9 is not completed within the federal guidelines (section 1 signed after the hire date, or section 2 signed after three business days of the hire date), attach a Compliance Memo to the OnDocs **PRIOR** to marking the Form I-9 Complete in Guardian.

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Workday Preservation Hold Custodian

A vulnerable area in the Office of General Counsel's preservation process has been the preservation of electronically stored information when an employee leaves or is transferred. To receive notice as soon as possible when an employee who is a custodian on a preservation hold leaves or is transferred, the Office of General Counsel (OGC) collaborated with Workday Services to create the Preservation Hold Custodian designation in Workday. The designation can be found in the worker's Additional Data section (Personal > Additional Data).

When an *HR Contact, Manager or HR Partner initiates the Termination or Change Job* business process of an employee deemed as a Preservation Hold Custodian, they (the initiator) will receive the following alert instructing them to contact OGC (PHN@tamus.edu). Upon notification, OGC will then work with the IT Partners to preserve the sources of electronically stored information.



To reiterate, **the initiator** of the business process **will receive the alert and should immediately notify OGC** that the Preservation Hold Custodian (include name and UIN) is terminating or transferring to another organization.

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Webinar Series: Workday Staffing - A Comprehensive View of Hiring and Onboarding

As fall approaches, we will see a tremendous increase in hiring new faculty, staff and student employees. This new four-part webinar series by Workday Services will take you through the hiring and onboarding process from beginning to end, including preparing for the hire and reporting the *no show* in Workday. Each part of this series will provide in-depth training for **new** HR support personnel learning the processes for the first time, as well as, veterans who would like to review the process in more detail. Each week we will discuss frequently asked questions, best practices in managing UINs and pitfalls to avoid along the way to make your workday more efficient. **The target audience includes HR Contacts and HR Partner; however, all HR Liaisons are strongly encouraged to participate.**

Workday Staffing Part 1: Preparing for Hire – Managing Pre-Hires and UINs

- **Description:** Part 1 of 4. In this webinar we will train you on best practices for starting a hire, checking UIN Manager, using the Workday Search feature, running the Ineligible for Rehire Report and more. Topics will include learning to identify duplicate records and pre-hire records, finding no show and ineligible for hire records, correcting pre-hire records and marking the correct pre-hire for deletion.
 - **Presenters:** Pamela Gentry, Core HR | Drew Branch, Security
 - **Date and Time:** August 5, 2020 | 1:30 – 2:30pm
 - [Link to Meeting](#)
 - **Dial in Audio:** 1-415-655-0003
 - **Access Code:** 145 696 0216

Workday Staffing Part 2: Hiring New Employees – A Detailed Look at the Process

- **Description:** Part 2 of 4. This webinar will detail the Hire business process from beginning to end. Topics will include understanding how to appropriately complete details of the Hire such as

Annual Work Period and Disbursement Period; Job Classifications and Costing Allocations. Correcting Hire Dates and Frequently Asked Questions will also be explained with best practices discussed to avoid common pitfalls. You will also learn which reports will help you monitor relevant Hire processes in order to manage the process efficiently.

- **Presenters:** DeAnna White, Core HR | Sri Kamarthi – Compensation
- **Date and Time:** August 12, 2020 | 1:30 – 2:30pm
- [Link to Meeting](#)
- **Dial in Audio:** 1-415-655-0003
- **Access Code:** 145 771 4636

Workday Staffing Part 3: Onboarding – Supporting the New Employee

- **Description:** Part 3 of 4. Part 3 of this series will walk you through the New Employee's onboarding experience. We will train you on how to support employees as they navigate their onboarding dashboard and make benefits elections. You will learn onboarding pitfalls to avoid and which issues impact benefits and retirement enrollment. We will also discuss appropriate reporting to monitor new employee progress as they complete their onboarding tasks.
 - **Presenters:** Pamela Gentry, Core HR | Meredith Fox – Benefits
 - **Date and Time:** August 19, 2020 | 1:30 – 2:30pm
 - [Link to Meeting](#)
 - **Dial in Audio:** 1-415-655-0003
 - **Access Code:** 145 838 2188

Workday Staffing Part 4: Report No Show – When the New Employee Never Arrives

- **Description:** Part 4 of 4. The Report No Show business process enables you to rescind the Hire event, and rescind or prevent some downstream processes for workers who do not attend their first day of work. We will also review correcting and canceling the Hire business process. This webinar will train new HR support staff on how to address this situation. Topics will include impacts to recruiting, understanding various alerts, errors and notifications as well as using appropriate reporting to monitor the process.
 - **Presenters:** DeAnna White, Core HR
 - **Date and Time:** August 26, 2020 | 1:30 – 2:30pm
 - [Link to Meeting](#)
 - **Dial in Audio:** 1-415-655-0003
 - **Access Code:** 145 507 4365

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Workday Compensation Updates

- New Academic Pay Periods now available
 - 10.5 Month (July 16 – May 31)
 - 10.5 Month (Aug 16 – June 30)
 - 12 Month (Aug 16 – Aug 15)
- An error message will now display on the **Request One Time Payment** business process when it is submitted without adding the one-time payment.

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Workday Recruiting Updates

- The current Offer business process step label of "Review Offer Letter" has been updated to "COMPANY – Review Offer Letter" (Company = Texas A&M University, Health Science Center, etc.). This update will be visible on the Offer Business Process Definition, in the External Candidate Portal, Internal Candidate Inbox and the recruiting grid.
- Job Applications now require that a complete address be added to the application. A complete address includes Address Line 1, City, State and Zip Code. Address Line 2 has been added to the address block on the application but is not a required field.
- The Resume / CV section title has been updated and instructional text has been added on the Job Application Templates. Only new applications submitted to job requisitions created and posted after the change was loaded in Workday will include the updated information.

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Workday Payroll Updates

- The Deduction Priority List, the order in which payroll deductions are processed, is now available on [Workday Help site: Payroll Schedules](#).
- The following earning codes can no longer be used as one-time payments; these are used for Pay Inputs, On Demand and Manual Payments only:
 - Death Occurred Final Regular Salary / Regular Hours (Current Calendar Year)
 - Death Occurred Final Regular Salary / Regular Hours (Prior Calendar Year)

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Workday Updates: Staffing, Time and Absence

- Staffing
 - Added an additional data item called Preservation Hold Custodian to support the Office of General Counsel's Preservation Hold Custodian standards and set up two associated roles, General Counsel Partner and IT Partner to modify and/or view the data.
 - Updated the Assign Pay Group step in Change Job to now trigger when a Non-Employee Benefits Only worker (NEBO) moves to a paid worker.
 - A validation was added to the initiation of the Hire, Change Job, and Add Job business processes to prevent adding a value greater than 40 for scheduled hours.
 - Workday Safety Incident Tracking functionality
 - July 31: inactivate access to Safety Incident submissions or edits (Workday Services will remove access from the Safety Worklet and to the Business Processes).
 - August 1 – 31: members can download Workday Safety reports and transfer data to **Origami**.
 - September 1: reporting in Origami begins (the Safety Worklet will link to Origami).
- Time and Absence
 - Updates have been made to the FMLA plan to prevent errors from triggering incorrectly when the employee has sufficient hours remaining in the fiscal year for the time off requested.

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Workday Reporting Updates

- New reports
 - *Employee Non Benefit-Related Additional Data Answers* returns Employees' privacy flag, direct deposit declaration, and state veteran's preference and will be used to audit and verify compliance, appropriate responses, etc.
 - *FMLA and EFMLA* returns both FMLA Leave of Absence and time off along with Emergency FMLA time off. An employee should not have both in same time period; if so, the Absence Partner will need to take action.
- The *Time Summary Review* report now prompts for Company and Employee Type that aggregate all worker's positions. The Pay Group prompt has been changed to Pay Rate Type.

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Workday Training Updates – Week of July 13, 2020

Workday Training changes have been posted online. The recent updates include a New Job Aid: Update Retiree Electronic Communication (Retiree Partner); and Updated Job Aids: Managing Search Committees, Review ORP Eligibility Document, Add Retiree Status, Ready to Retire, Return to Retire, Change Benefits Life Event, Add a Surviving Dependent, Edit Worker Additional Data Event, and Onboarding. Full details about these updates are found on the [Workday Weekly Updates webpage](#).

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Workday Wednesday: Request Absence – A Single Process to Request Employee Absences

Workday has improved functionality that allows Request Absence to provide a more efficient approach for an Employee to request Time Off or a Leave of Absence. Employees can now request both a Time Off and a Leave of Absence in one singular process; Multiple types of Time Off, varying hours on different days are now possible without having to do multiple requests.

- Date and Time: **July 22, 2020, 10:30 – 11:30am**
- Target Audience: Absence Partners, Managers
- [Link to Meeting](#)
- Dial in Audio: 1-415-655-0003
- Access Code: 145 790 0554

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Update to President's Meritorious Service Awards Ceremony – August 10, 2020

The President's Meritorious Service Awards Ceremony will be held on Monday, August 10, at 10:00am, as a virtual event. We are in the process of transitioning the content and will provide viewing links to the campus community via email the week of August 3rd. Updates and the list of honorees can be found on the [PMSA website](#).

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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

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EMPLOYEE WELLNESS

Please share the following information with employees in your department.

Flourish Events

This is the week for some family fun, to learn something new, practice some stress relief, and travel from the comfort of your own home.

Special offerings this week:

- [Kids Dance Series: Creative Movement](#) | 7/21 | 10:00am – 10:30am
- [Intro to Sign Language](#) | 7/21 | 11:00am – 12:00pm
- [Around the World: Virtual Travel Series](#) | 7/23 | 11:00am – 12:00pm

Fitness schedule:

- [Pilates](#) | 7/22 | 11:45am – 12:30pm
- [Foam Rolling](#) | 7/21 & 7/23 | 7:00am – 7:30am
- [Band and Ball](#) | 7/21 & 7/23 | 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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ANNOUNCEMENTS

THE STUDENT EMPLOYMENT OFFICE
IS HOSTING THE FALL 2020 PART-TIME JOB FAIR
VIRTUALLY!!

Please share the following information with employees in your department.

Student Employment Virtual Job Fair

What will it look like?

Through the use of Zoom meetings, each employer will have their own time slot/session to share information, give a short presentation, and answer any questions that students may have regarding job opportunities.

- Each session will have a time limit of 1 hour; we recommend that each employer give a 5-20-minute presentation and use the remaining time for Q&A
- A Zoom meeting ID/link which will be provided ahead of time to each employer. Students will be given this link when they register.
- No sessions will overlap, giving each employer the spotlight during their designated time
- MANY different time slots/sessions available to best accommodate your schedule

When?

- July 23 through August 28 (with exception of weekends)
- Sessions will be offered Monday- Friday
 - Session (A) 9:00 am – 10:00 am
 - Session (B) 11:00 am- 12:00 pm
 - Session (C) 1:00 pm – 2:00 pm
 - Session (D) 3:00 pm – 4:00 pm

What Employers Can Participate?

- Any on-campus or off-campus employer based in the Bryan/College Station Community

How do I sign up?

- [Visit schedule and sign-up sheet](#)
- No registration fee, 100% free of charge
- Registration will close on the Friday 2 weeks prior to the week of each session.

Cancelation Policy - *Once an employer signs up for a session, they will be expected to provide a representative to speak during their designated time slot. If an employer needs to cancel or reschedule their scheduled session, they will need to contact the Student Employment Office no later than Monday, 1 week prior to the week of the session. Failure to notify the Student Employment Office of your cancelation may result in restrictions to participate in future SEO events.*

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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/liasons

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