



HR LIAISON NETWORK NEWS

July 27, 2020 | Share the following information within your departments as appropriate.

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

[Important Dates for Merit Process and Merit Resources](#)
[Employee Work Authorization Reverification](#)
[Employment of Relatives \(Nepotism\)](#)
[Processing Faculty Requests for Teaching Modifications](#)
[GAT & GAL Requests for Teaching Modifications](#)
[Alternate Work Location \(AWL\) Requests](#)
[COVID-19 Return to Campus Courses](#)

PAYROLL SERVICES

[FY21 Pay Schedules and Calendars](#)
[Empty Supervisory Organizations Report](#)

EMPLOYEE WELLNESS

[Flourish Events](#)

PAYROLL REMINDERS

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

July 28:

- #20-24 Pay Calculation Results Report refreshed at 10:00am
- #20-24 Timesheets Locked; only Timekeepers can update
- Run Timekeeper Reports

July 29:

- #20-24 BW Final Pay Calculation Results Report available at 2:00pm

July 31:

- #20-24 Biweekly Pay Day

August 3:

- Monthly Pay Day

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

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

Important Dates for Merit Process and Merit Resources

Merit will launch in Workday on August 5th. We have compiled resources from the Merit 2020 Workday Services webpage and the Budget Calendar to help with the Merit Process. This resource webpage includes information such as a chart outlining the impacts once the Merit Process has been launched, guidance on promotions, merit reports, sample salary memos and relevant resources and may be found at employees.tamu.edu/compensation/fy21-comp-resources.

During the Merit Process, you can continue to perform compensation and job change actions. For employees reclassified effective 9/1/2020 (Edit Position Restrictions is approved by Classification and Compensation and completed in Workday) and who are also receiving a merit salary increase effective 9/1/2020, it is recommended to use the Change Job business process to change the Job Profile but not change the pay. You will enter both the merit and reclassified salary during the Merit Process in Workday.

NOTE: During the warning period (8/17/2020 – 8/31/2020), it is strongly recommended that you **DO NOT SUBMIT** a compensation or job change action on an employee who is receiving a merit salary increase effective 9/1/2020. If this is done, the action will be overridden by the merit salary increase on 9/1/2020.

In addition, the Merit Process does not restrict the ability to initiate other common business processes during this time, such as Edit Position Restrictions, Create Position or Assign Costing Allocations.

Questions:

- For questions regarding the merit plan, one-time merit template, positions budgeting application or Workday merit module, email budget@tamu.edu.
- For other questions related to Classification and Compensation actions:
 - Texas A&M University contact HROE, Classification and Compensation at 979.845.4170 or hrcomp@tamu.edu.
 - Texas A&M Health Science Center, contact Kim Johnson at 979.436.9182 or hschr@tamu.edu.

[Top](#)

Employee Work Authorization Reverification

All HR Liaisons must check their To Do List in Guardian and identify employees whose work authorization has expired (red dot) or will be expiring soon (yellow dot). Liaisons should reach out to the employees and request the updated documents to complete a [Form I-9](#), Section 3 for reverification.

[Top](#)

Employment of Relatives (Nepotism)

SAP 07.05.99.M0.01 requires employees (faculty and staff) of Texas A&M University, including the branch campuses in Galveston and Qatar, and the Health Science Center, to complete the Disclosure of Employment of Relatives Form if they have a relative working in TAMU, HSC, or a branch campus.

A Laserfiche process allows employees to submit their form which automatically routes to their HR Liaison. If you are the designated HR Liaison to process forms for your department, please login to your [Laserfiche Inbox](#) (using Chrome, Edge or Firefox), assign the Form to yourself and process the form. [Guidelines for processing the Form is found online](#). Your immediate attention is required to complete these forms in a timely manner for the employees you support.

Please address questions to HRDataAnalytics@tamu.edu.

[Top](#)

Processing Faculty Requests for Teaching Modifications

As you may be aware, HROE has been collaborating with the Office of the Dean of Faculties to assess the availability of faculty for face-to-face teaching in the fall. As part of this effort, our Employee Relations department has processed hundreds of faculty requests for an additional modification of remote teaching, applying the CDC guidelines to various scenarios presented by individual faculty members. Faculty members should have received a notification last week to let them know if their request for was approved or not recommended.

In the event a faculty's request was not recommended and the faculty member is seeking to have their request reconsidered, the faculty member may contact Employee Relations at Employee-Relations@tamu.edu for re-evaluation of their request. Once the information provided is re-evaluated, the Dean of Faculties will be informed of any changes in the recommendations which will be forwarded to Deans and/or Department Heads for their review and action.

If a faculty member did not submit a [DOF form](#) requesting a temporary workplace modification, they may still do so. Online forms will continue to be processed by Employee Relations and sent to the Dean of Faculties for further processing. This process will remain in place until the Office of the Dean of Faculties deems appropriate.

[Top](#)

GAT & GAL Requests for Teaching Modifications

HROE has collaborated with the Office of Graduate and Professional Studies (OGAPS) to assess the availability of GATs and GALs for face-to-face teaching in the fall using a similar process as was implemented for faculty. In an email to Deans dated July 22, Dr. Karen Butler-Purry distributed information about the process for GATs and GALs to request teaching modifications. Deans were asked to further disseminate the email message to their Department Heads (DHs), so that DHs could distribute it to their respective GATs and GALs. The deadline to submit a request for teaching modifications using the [online form](#) is **July 29 at noon**. Requests submitted after the deadline will be reviewed on a rolling basis.

As was done with the faculty requests, GAT and GAL requests will be reviewed and categorized by Employee Relations applying the CDC guidelines to various circumstances presented. A cumulative report of all requests will be provided to OGAPs for further dissemination to Deans/DHs for their use in making decisions on teaching assignments. Questions about this process can be directed to ogaps@tamu.edu.

It is important to emphasize that the above mentioned process will **only apply to teaching modifications for GATs and GALs**. GARs and GANTs 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 (ex. AWL, ADA, EPFL, EFMLA) based on their specific circumstances.

[Top](#)

Alternate Work Location (AWL) Requests

In accordance with [System Regulation 33.06.01](#), department heads may continue to approve [short-term requests for remote work](#) for employees whose work does not have to be performed on campus (otherwise known as Alternate Work Location Requests or AWL). If an employee or unit anticipates the AWL will remain in place **beyond the fall semester**, a long term request must be submitted through the [formal request process](#). AWL requests are subject to supervisor approval and based on appropriate job tasks that can effectively be performed remotely. Questions regarding AWL requests may be referred to Employee-Relations@tamu.edu.

[Top](#)

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.

[Top](#)

PAYROLL SERVICES

FY21 Pay Schedules and Calendars

Payroll Services is in the process of preparing the Fiscal Year 2021 (FY21) Biweekly and Monthly Pay Schedules and the Payroll Processing Calendars. We will announce their availability on our website soon.

[Top](#)

Empty Supervisory Organizations Report

A report titled – Empty Supervisory Organizations – is available to return supervisory organizations with no positions and/or no workers. The report can be run upon written request submitted by a department or college to payrollprocessing@tamu.edu. Payroll Services staff will create your excel report and send to the requestor. These empty organizations should be investigated by departmental staff to see if inactivation is needed. Instructions for inactivation are located in the [Supervisory Organization FAQ](#) section on Payroll Services website.

[Top](#)

EMPLOYEE WELLNESS

Please share the following information with employees in your department.

Flourish Events

The Flourish app will be returning this fall and house all programming access links. You can download our app by searching "FlourishTAMU" in the app store or Google Play. [Sign-up](#) before August 24th to be entered in to win 1 of 5 prize packages!

Special offerings this week:

- [Smart Snacks: Snaking Cooking Lesson](#) | 7/30 | 11:00am – 12:00pm
- [Tech Neck w/ Airrosti](#) | 7/30 | 12:30pm – 1:15pm
- [Texas Unlimited Band Concert](#) | 7/30 | 5:00pm – 5:30pm

Fitness schedule:

- [Pilates](#) | 7/27 & 7/29 | 11:45am – 12:30pm
- [Foam Rolling](#) | 7/28 & 7/30 | 7:00am – 7:30am
- [Band and Ball](#) | 7/28 & 7/30 | 4:45pm – 5:30pm
- [Kids Dance Series: Creative Movement](#) | 7/28 | 10:00am – 10:30am – [Register here!](#)
- [Kids Dance Series: Intro to Ballet](#) | 7/30 | 10:00am – 10:30am – [Register here!](#)
- [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.

[Top](#)



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](#)