



HR LIAISON NETWORK NEWS

July 29, 2019 | Share the following information within your departments as appropriate.

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PAYROLL REMINDERS

July 29:

- #19-24 Current Timesheets, Workday BP Approval, Lump Sum Payouts & Supplements due at 11:00am
- #19-24 Pay Calculation Results Report available at 12:00pm

July 30:

- #19-24 Timesheets Locked; only Timekeepers can update
- Run Timekeeper Reports
- #19-24 Pay Calculation Results Report refreshed at 10:00am

August 1:

- Monthly Pay Day

August 2:

- Biweekly Pay Day

[Payroll Processing Calendar Key Processing Schedules](#)

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

Important Merit Process Dates

Several important dates in the merit process are upcoming and will have an impact on the business processes of *Change Job* and *Request Compensation Change*. A chart outlining the impacts once the merit process has been launched has been posted on the Classification & Compensation page [HERE](#). It is **strongly recommended** that new change job events or compensation changes NOT BE SUBMITTED during the warning period between August 16 – August 31. 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*. If you have any questions about the Workday Merit Process, submit to merit@tamu.edu and watch for updates [HERE](#). For other questions related to Classification and Compensation actions: for Texas A&M University contact HROE, Classification and Compensation by phone at 979.845.4170 or email hrcomp@tamu.edu. For Texas A&M Health Science Center, contact Kim Johnson by phone at 979.845.1565 or email hschr@tamu.edu.

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New Graduate Student Employee Benefits Orientation

A special benefits orientation has been developed for newly-hired Graduate Student employees working in benefits-eligible Graduate Assistant positions. Two identical sessions are being offered, which will provide a benefits overview, important information regarding the enrollment process and a presentation from a Graduate Student Health

Plan representative. Please share the [orientation flyer found here](#) with your new Graduate Assistants and encourage them to attend. No registration is required to attend either:

- Monday, August 19 | 10:00 - 11:00 am | Chemistry Building, Room 2104
- Tuesday, August 20 | 10:00 - 11:00 am | General Services Complex, Room 101A.

Visit <https://employees.tamu.edu/benefits/grad-benefits> for more information about the Graduate Student Health Plan. Questions can be directed to Benefit Services at benefits@tamu.edu or (979) 862-1718.

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UIN/I-9 Information

Have questions about creating or updating an I-9? Go to our [website](#) to find information fast. You will find links to the U.S. Citizenship and Immigration Services (USCIS) that can provide extensive background, rules and procedures for completing Form I-9. Information relevant to processing employees within Texas A&M University is also found on our website.

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Background Checks

- Please do not submit a Criminal Background Check (CBC) request to jobs@tamu.edu for a candidate being processed on a Workday Job Requisition. All CBC requests of this type will be made in Workday and processed accordingly.
- Please only submit a CBC request one time. Multiple requests may result in delays.
- If a CBC clearance has not been received at least 48 hours after your request, send an email to jobs@tamu.edu to find out the status of the background – please do not send in the background request again.

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Recruiting – Initial Review Reasons

When declining a candidate in *Initial Review*, the Workday email received by applicants give the exact reason used for the decline. Applicants will often contact HROE Recruitment to seek understanding for the reason. After review by Recruitment, it appears that applicants declined with “Does not meet...” should have been declined with “Incomplete Application”. Please review the two most common reasons below for declining applicants to ensure the appropriate reason is used.

- **Incomplete Application:** only use this reason when all of the documentation provided by the applicant is not sufficient to determine minimum qualifications
- **Does not meet minimum qualifications:** only use this reason when applicant does not meet minimum qualifications after review of all documentation provided

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Recruiting – Reference Checking

Texas A&M University is finalizing a partnership with an online Reference Checking service that will automate the reference checking process for the University. More information will be coming soon about this exciting new partnership and what it means for recruiting at A&M.

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PAYROLL SERVICES

Danny Grimes Retirement

Danny Grimes, Executive Director of Payroll Services, is retiring August 31, 2019. Please see the attached flier for information regarding the retirement reception in his honor and let others in your area know of the event. We thank Danny for his 31 years of dedicated service to Texas A&M University. He will be greatly missed!

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CORRECTION - New Supervisory Organization Report

A new report – *Empty Supervisory Organization* – is available to return supervisory organizations with no positions and/or no workers. The report can be run upon written request submitted by the department 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

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From The Controller Connection - 2019 PCT Lockout for August

The final day for PCT entry/approval will be August 25, 2019. You'll be able to enter and complete final approval for PCT's until midnight on the 25th. Any PCT not completed with all approvals by midnight on August 25 will be cancelled. Please check your inbox often for needed actions on PCTs. Contact Martha Weeks at msweeks@tamu.edu with any questions.

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WELLNESS WORKS!

Please share the following information with employees in your department.

Upcoming Events

- **Summer Kickball League Playoffs**
Tuesday, July 30 & Thursday August 1 | Penberthy South Intramural Fields (Fields 2 & 3)
Join us for the 2019 WELLNESS WORKS! kickball playoffs this week and cheer your colleagues on as they play for a spot in the championship game! Playoffs will be held on Tuesday, July 30 and Thursday, August 1. Games will kick off at 6:30PM on both nights.
 - **As a special treat, we will have food truck vendors on site with items available for purchase (Pita Pit and Kona Ice)!** Click [here](#) for more information about the league!
- **FREE On-Campus Financial Consultations – Click [here](#) to RSVP.**
- The [August Interim Fitness Schedule](#) is now available.
- **Check out the NEW [Nutrition Resources Webpage](#)!**

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ANNOUNCEMENTS

BV-SHRM Business Seminar – September 10, 2019

Join BV-SHRM from 8:00am - 5:00pm for a day full of great human resource information for business owners, managers, and HR professionals. Enjoy several [seminar topics](#). More information and registration available [HERE](#). Lunch will be provided.

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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

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