



# HR LIAISON NETWORK NEWS

July 6, 2020 | Share the following information within your departments as appropriate.

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## PAYROLL REMINDERS

### July 9:

- #20-23 **Retro** Timesheets and Workday Retro BP Approvals due at 5:00pm

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

## HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

### Summer Staffing Changes Impact to Open Enrollment

Workday Services held a webinar July 1 discussing summer staffing events with effective dates on or before September 1 which can impact Open Enrollment for the Employee. The slide deck and video are now available in the [Education section of Workday Help](#). HR Liaisons, Managers and Employees that missed the July 1 webinar are encouraged to review the available information.

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### Workday Training Updates – Week of June 29, 2020

Workday Training changes have been posted online. The recent updates include resources related to Correct ORP Employer Contributions and Summer Staffing Changes: Impact to Open Enrollment. Full details about these updates are found on the [Workday Weekly Updates webpage](#).

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### Past Due System Required Web-based Training (WBT) Report

Attached is the monthly Required Training Assignments Report for System-required training. As a reminder from January, the report format changed based on feedback from multiple groups across the University to make it more meaningful, helpful, and actionable in enabling compliance.

1. The first tab is a summary of past due employees by Executive Level 2.
2. The second tab provides more detail with:
  - Filters to quickly identify specific colleges / divisions and departments with individuals who are past due
  - Highlighting those that are more than 90 days past due and more than 365 days past due.

Per Texas A&M System [Regulation 33.05.02](#), all Texas A&M employees are required to take these courses; and, there is a certification question in the Workday annual Performance Evaluation process for the employee and

manager to validate the employee is not past due on required training. Please work with Supervisors / Managers listed in the report to:

1. Take into consideration during the current annual performance evaluation and merit process
2. Ensure their direct reports complete the required courses, especially those more than 90 days and over a year past due.

If you have questions, please contact [orgdev@tamu.edu](mailto:orgdev@tamu.edu).

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### **Performance Review Completion for Non-Faculty Staff Members**

The Performance Review delivery period ended June 30, and all reviews should have been completed and submitted in Workday. It is important to complete the performance reviews to enable the Merit process. HR Liaisons with the Talent Analyst role should run the **Performance Review Process (All) report** to check the status of reviews within their organization and contact managers with incomplete reviews. Please email questions to [HREvaluations@tamu.edu](mailto:HREvaluations@tamu.edu).

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### **Goals for Next Performance Review Period for Non-Faculty Staff Members**

Now that supervisors have reviewed their staff's past performance and talked about future goals and initiatives, it is a good time to enter those goals into Workday. Goals should be for the performance review period of 4/1/2020 – 3/31/2021. More information to Add and Edit Goals can be found on the [Performance Review Resources](#) webpage.

- When entering goals for the 2020-2021 performance year, the Due Date entered should be between 4/1/2020 and 3/31/2021 for that goal to pull into next year's evaluation.
- Also, remember that goals entered by the employee will route to the supervisor for approval. Please encourage the managers/supervisors you support to have their staff enter their goals into Workday.

Please email questions to [HREvaluations@tamu.edu](mailto:HREvaluations@tamu.edu).

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### **Job Requisition Workspace**

Start using the Job Requisition Workspace to work with any Job Requisition you have security access to see. If you are a hiring manager, you will see all of the job requisitions listed; if you are a Recruiting Coordinator, your job requisitions are all in one place; and if you have been added as a member of a Search Committee, you will be able to access the job requisition for your Search Committee review.

Add the Job Requisition Workspace to your Workday dashboard by clicking on the gear icon found above your existing worklets. Under Optional Worklets, click the plus sign in the column heading to add a new line; click on the actions bars and choose All and then find the Job Requisition Workspace and click the circle next to it. Press Okay and then Done.

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

We have been working with the System Office to create Spanish versions of the COVID Return to Work courses, which 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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## **PAYROLL SERVICES**

### **Payroll Services COVID-19 Compliance Notes**

See the links in the [Spotlight](#) section on the homepage of Payroll Services website for more information regarding paper checks, off-cycle requests and deadlines.

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## Due date for FY19 PCTs on State-funded accounts: TAMU and TAMUG only (From FMO)

The deadline for processing PCTs for FY19 pay periods using state-funded accounts (1XXXXX) for Part 02 – TAMU and Part 10 – TAMUG is **July 28, 2020**. These PCTs must be marked complete/final by this date. Exceptions will only be made for state College Work Study grants.

The early deadline is needed to meet requirements issued by the Texas Comptroller of Public Accounts for completion of the prior fiscal year Benefits Proportional report. The year-end deadline for all other PCTs will be set by System Offices. Remember, only FY20 and FY21 payrolls may be corrected by PCT during FY21. Contact Martha Weeks at [msweeks@tamu.edu](mailto:msweeks@tamu.edu) for clarification.

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## EMPLOYEE WELLNESS

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

### Flourish Events

Welcome to the second half of the summer! We are excited to get new programming underway.

### Special offerings this week:

- [Mind Your Manners w/ Miss Dea](#) | 7/8 | 11:00am – 12:00pm
- [Managing Personal Finances](#) | 7/9 | 9:30am – 10:30am \**must register*\*
- [Intro to Spanish](#) | 7/9 | 2:00pm – 3:00pm

### Fitness schedule:

- [Pilates](#) | 7/8 | 11:45am – 12:30pm
- [Foam Rolling: Reshape, Release, Reenergize](#) | 7/9 | 7:00am – 7:30am
- [Living Room P.E. Program](#) | Anytime, Anywhere - *must register*
- [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) | 979.862.3854 | 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](http://employees.tamu.edu/liasons)

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