



HR LIAISON NETWORK NEWS

July 8, 2019 | Share the following information within your departments as appropriate.

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

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WELLNESS WORKS!

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PAYROLL REMINDERS

July 11:

- #19-23 **Retro** Timesheets and Workday Retro BP Approvals due at 5:00pm

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

[Payroll Processing Calendar Key Processing Schedules](#)

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

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 MyEvide 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.

Open Enrollment Benefits Fairs & Meetings July 10, 11, 12

Employees are encouraged to refer to the resources available on the [Open Enrollment](#) webpage and complete their Workday Open Enrollment inbox task by July 31. Additional information will be available at the [Benefits Fairs](#). Make plans to attend the Open Enrollment vendor presentations and stop by to visit with your Benefit Services staff.

Health Science Center Vendor Presentations

- **Wednesday, July 10**
- 1:00 to 3:30pm
- HSC, 8447 Riverside Parkway, Building 1000, HPEBLL38, Bryan



Texas A&M Benefits Fair and Vendor Presentations

- **Thursday, July 11 and Friday, July 12**
- 9:00am Vendor Presentations
- 10:00am to 3:00pm (fair with vendor tables)
- General Services Complex, 101A, 750 Agronomy Road, College Station
 - At the Fair, you will have the opportunity to visit with the insurance carriers directly along with vendors from other programs available to employees.
 - [View the Benefits Fair Flyer](#)

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Benefit Services – Who to Contact?

Please continue to send benefit-related inquiries to benefits@tamu.edu. This email account is being monitored by multiple staff and someone will respond as quickly as possible. All Family Medical Leave Act (FMLA) and Workers' Compensation questions should be directed to OCRM@tamu.edu. We appreciate your support and patience during this high volume period.

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Request Overtime Business Process

On May 30, 2019 Workday added the new Request Overtime business process. This process allows an employee to request to work overtime and a manager to approve it. Both the manager and the employee must approve the Request Overtime business process. Managers can also use the Request Overtime business process to request an employee work additional hours. Members are not required to use this process. If a department decides to use this process, we recommend all hourly workers in the department be required to follow this practice to maintain consistency. The Request Overtime business process can be used to document prior approval of overtime as required by System Regulation 31.01.09.

The Request Overtime feature allows an employee and/or manager to request overtime for a specific day or over an extended period of time. The Request Overtime will show up on the employee's timesheet as "Approved" once the manager and employee have approved of the request. If the request has not been approved, the Request Overtime will say "Submitted" on the employee's timesheet. **One very important thing to be aware of is that all hours worked, including the overtime hours, will still need to be entered on the employee time sheet in order for overtime to calculate.** This feature is used for documentation purposes only. The Request Overtime business process will not automatically pay the employee overtime. For more information on this new functionality, please refer to the [Request Overtime](#) or [Request Overtime for Your Employee](#) job aids on the Workday Help website.

For questions regarding overtime, contact Classification and Compensation at 979.845.4170 or hrcomp@tamu.edu. For questions regarding timesheets, please contact Payroll Processing at 979-845-2711 or payrollprocessing@tamu.edu.

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PAYROLL SERVICES

Payroll Services Website Updates

The following items have recently been updated or added in our [Workday Tools](#) section:

- **Payouts**
 - [Lump Sum Vacation](#)
 - [FLSA and/or State Comp Time for Active Employees](#)
 - [Death Benefits & Final Regular Pay](#)

Please reference as needed.

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Paid Holiday / Early Release Not on Timesheet

In order to get the time blocks to create for early release, paid holidays and inclement weather events the calculations need to run on the time sheet. These calculations run automatically when employees enter/update time. If an employee does not have worked time to enter or update (paid time off, holidays all week) or they entered all time prior to the event being added to the calendar, they should Run Calculations on their time sheet. You can find the option to "Run Calculations" in the Enter Time menu at the bottom left of the employee's time sheet. The time sheet needs to be submitted and approved for the time to pay.

Alternatively, Timekeepers can choose to run calculations for everyone or groups of individuals.

Run Time Calculations for a Date Range:

1. Search for Run Time Calculations for a Date Range report.
2. Select the workers for whom you'd like to run calculations.
3. Enter Run Frequency [Run Now].
4. Enter a Request Name.
5. Select a Start Date and End Date to define the date range for calculations.
6. Click OK to run process.

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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 mountain-like shape at the top and the text "WELLNESS WORKS!" in white capital letters.

News/Announcements

- **MyEvide + Texas A&M University System Summer Wellness Campaign Treasure Challenge**
Congratulations to the winners of the treasure challenge! The treasure will be given to the winners' charity of choice. See the winners below and view the full standings at tamus.myevide.com.
 - 1st Place - \$2,000 - Texas A&M Central TX
 - 2nd Place - \$1,000 - Texas A&M International
 - 3rd Place - \$500 - West Texas A&M
- **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 MyEvide 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.

Upcoming Events

- **Lunch & Learn - Headaches: It's Not Just in Your Head**
Presented by Airrosti
Tuesday, July 23 | 11:30am – 1:00pm | [GSC 101A](#)

A complimentary, interactive session about common types of headaches and the triggers, signs, symptoms that can help distinguish between headaches. Learn valuable tips, stretches, and tools as well as information about a conservative treatment option that may provide relief. Lunch provided, [RSVP here](#) or [tune in live through Zoom!](#)

Pain & Injury Assessments - also on the same day

9:00am – 3:00pm | [GSC 101B](#)

Prior to and following the lunch and learn, join Airrosti for complimentary injury assessments. If you are suffering from pain or unresolved injuries, we encourage you to take advantage of this complimentary, no obligation, 15-minute injury assessment. [Register here](#). Learn more in this Airrosti [video](#).

- **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.



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](#)