



HR LIAISON NETWORK NEWS

June 1, 2020 | Share the following information within your departments as appropriate.

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

- [FFCRA Leave Update](#)
- [Registration Open – HR Liaison Network Summer Meeting](#)
- [COVID-19 Return to Campus Courses](#)
- [Timely Processing of Unemployment Claims – ER Requests for Information](#)
- [Glassdoor Reviews – Don't Forget](#)
- [New Employee Onboarding Dashboard](#)
- [Workday Services Education and Training: June 2020](#)

PAYROLL SERVICES

- [Paid Holiday / Early Release Not on Timesheet](#)
- [Holiday Pay](#)

EMPLOYEE WELLNESS

- [Flourish Events](#)

ANNOUNCEMENTS

- [Student Employment Office Summer Workshop Schedule Available](#)

PAYROLL REMINDERS

June 1:

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

June 2:

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

June 3:

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

June 5:

- #20-20 Biweekly Pay Day

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

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

FFCRA Leave Update

We have recently added two new FAQs to our FFCRA webpage. We strongly recommend that all liaisons review the recently updated [FAQs regarding FFCRA and unemployment](#). Note that FAQs that have been updated will have the date of the update next to the question.

[Top](#)

Registration Open – HR Liaison Network Summer Meeting

Registration for the HR Liaison Network Summer Meeting is now open. Please register for only one session (morning and afternoon sessions will be identical). The agenda and additional meeting information will be provided in the coming weeks. We look forward to seeing you at the meeting! One session will be recorded to accommodate our Qatar campus HR Liaisons.

- Date: June 24, 2020
- **Location: Zoom Meeting (details provided when you register)**
 - Morning Session: 9:00am-11:30am [Register](#)

- o Afternoon Session: 1:30pm-4:00pm [Register](#)

[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. We continue to work with the System Office to provide a Spanish version. An update will be provided when we have more information.

In the meantime, we are pleased to share non-employee versions are now available. We worked with Texas A&M University's Risk Management office to create versions for non-employees who are affiliated with the University such as visiting scholars, grad researchers, ROTC officers. The courses are available through TrainTraq's external gateway. Instructions for using the gateway are attached; and, the current password (through June 14) is: dai\$Y-12P*pCron.

If you have questions, please continue to contact Organization Development at OrgDev@tamu.edu.

[Top](#)

Timely Processing of Unemployment Claims – ER Requests for Information

Employee Relations asks for your cooperation in processing information requests for unemployment applications. Please prioritize our requests for information pertaining to employees who have applied for unemployment benefits. It is very important that you process these as soon as possible, and do not wait until the last day to return the information to our office. *This allows ER ample time to respond to the Texas Workforce Commission (TWC).* Due to the increased volume of responses from COVID-19, it is taking the Employee Relations Business Partners longer to get our responses back to TWC's website, so it is imperative that we receive the information in a timely manner. If you are unsure about how to explain the circumstances regarding the employee's employment status, *please contact our office and we can help with that!* If you have any questions at all, please call or email us. Our phone number is (979) 862-4027, and our email is Employee-Relations@tamu.edu.

[Top](#)

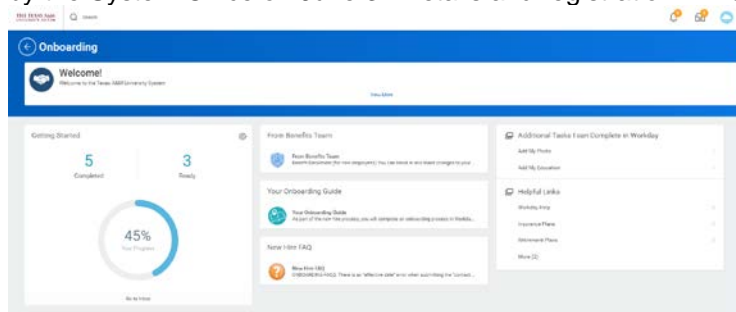
Glassdoor Reviews – Don't Forget

Providing your review really does help Texas A&M to rise above others in the online world of recruiting. For the past year, we have been working with Glassdoor to raise awareness of the TAMU brand. These efforts have resulted in more visibility for the university as well as our open positions, but we need your help. Texas A&M needs only 20 more employee reviews to be considered for the 2021 [Best Places To Work](#). Please take a few minutes right now to visit the [TAMU Glassdoor home page](#), navigate to the bottom of the page and start your review. Make sure to follow Texas A&M University to receive the latest updates. Thank you!

[Top](#)

New Employee Onboarding Dashboard

The new Onboarding dashboard provides an effective way for new employees to integrate into their organization and enhances the worker's overall onboarding experience. We encourage you to attend the webinar being offered by the System Office on June 3. Details and registration link can be found in the article below.



[Top](#)

Workday Services Education and Training: June 2020

Please join us for the following Workday Services webinars. These events are open to all, but content will focus on the security roles listed with the webinar description.

Workday Wednesday: The New Onboarding Dashboard

Description: The new Onboarding dashboard provides an effective way for new employees to integrate into their organization and enhances the worker's overall onboarding experience. During this webinar we will talk about what your new employees will experience and the many great ways they can access important information during the onboarding process.

Target Audience: HR Partner, HR Contact, and Managers*

Presenter: Pamela Gentry, *Workday Services – Core HR*

Date: June 3, 2020

Time: 10:30am to 11:30am

Link to Meeting: [HERE](#)

Password: Workday

Dial in Audio: 1.415.655.0003

Access Code: 925 722 696

Spotlight on Search Committees

Description: Interested in creating Search Committees in Workday? In this webinar we will provide an overview of Search Committees and how they work, alternative methods to use Search Committees, as well as guidance on the process for assigning roles.

Target Audience: Recruiting Partner

Presenter: James Ross, *Workday Services – Recruiting & Talent*

Date: June 10, 2020

Time: 10:30am to 11:30am

Link to Meeting: [HERE](#)

Password: Workday

Dial in Audio: 1.415.655.0003

Access Code: 921 688 673

Managing Merit in Workday

Description: This session will provide a walkthrough of the activities required of Merit Partners and Managers in order to facilitate the annual merit process in Workday. These activities include: entering merit awards, maintaining the merit pools, managing employee participation and using merit reports.

Target Audience: Merit Partner, HR Partner, and Manager*

Presenter: Sri Kamarthi, *Workday Services – Compensation & Merit*

Date: June 17, 2020

Time: 10:30am to 11:30am

Link to Meeting: [HERE](#)

Password: Workday

Dial in Audio: 1.415.655.0003

Access Code: 926 631 868

*Note: Managers are not directly invited to Workday Services webinars. Please feel free to forward the invitation to meet the needs of your member

[Top](#)

PAYROLL SERVICES

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.

[Top](#)

Holiday Pay

As per System Regulation 31.04.01 System Holidays Section 1.3, if an employee has unpaid Time Off for the entire workday immediately before or after a holiday, they **should not** be compensated for the holiday(s). The employee or Absence Partner should submit Unpaid Time Off to make sure the employee is not paid for the holiday(s).

[Top](#)

EMPLOYEE WELLNESS

Please share the following information with employees in your department.

Flourish Events

The summer semester is officially here. And while this summer may look a bit different, we are still celebrating its arrival. Join us in ushering in the new season!

Special offerings this week:

- [Gardens Lunch 'n' Learn: Texas Superstar Plants](#) | 6/2 | 12:30pm – 1:30pm
- [Intro to Dance](#) | 6/2 & 6/4 | 5:00pm – 5:45pm **must RSVP**
- [Breakfast Cooking Lesson](#) | 6/4 | 11:00am – 12:00pm
- [Cancer Support Group](#) | 6/5 | 11am – 12pm

Fitness schedule:

- [Meditation for Stress & Anxiety](#) | 6/3 | 4:45pm – 5:30pm
- [Sunrise Stretch and Destress](#) | 6/2 & 6/4 | 7:00am – 7:30am
- [Pilates](#) | 6/3 | 11:45am – 12:30am
- [Rec Sports](#) Group RecXercise Schedule – [HERE!](#)
- [Piranha Fitness Studio Schedule](#) – Click [here](#) to register!

Visit our [calendar](#) or our social media channels of [Facebook](#), [Twitter](#), and [Instagram](#) for reoccurring program offerings, new programs, other fitness classes, and ways to support and connect with one another.

[Top](#)

ANNOUNCEMENTS

Please share the following information with employees in your department

Student Employment Office Summer Workshop Schedule Available

The Student Employment Office offers free training workshops for both student employees and their supervisors. Attached are flyers for the student employee and supervisor workshops. A complete list of the summer workshop schedule and information on registration can be found at <http://ers.tamu.edu/default.aspx?department=SEO>. Click on the event link to view a brief description. To register, please click on the “Login Here” link, enter your Net ID and Password, and click the “Complete Registration” button. Don't hesitate to take advantage of these free training opportunities for you and your students.

[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/liaisons

View the
[HR Liaison
Network News
Archive Online](#)