



HR LIAISON NETWORK NEWS

June 10, 2019 | Share the following information within your departments as appropriate.

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

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WELLNESS WORKS!

- [Wellness Happenings for June](#)

PAYROLL REMINDERS

June 13:

- #19-21 **RETRO** Timesheets & Workday Retro BP Approvals due at 5pm

June 17:

- #19-21 Current Timesheets, Workday BP Approvals, Lump Sum Payouts & Supplements due at 11am
- #19-21 Pay Calculation Results Report available at 12pm
- Monthly **RETRO** Business Process Approvals due at 5pm

June 18:

- #19-21 Timesheets Locked; only Timekeepers can update
- Run Timekeeper Reports
- #19-21 Pay Calculation Results Report refreshed at 10am
- Monthly Pay Calculation Results Report available at 12pm

- [Processing Schedules](#)
- [Payroll Reports](#)
- [Payroll Processing Calendar Key](#)

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

HR Liaison Network Summer Meeting on June 25 – Registration Now Open in TrainTraq!

HROE would like to invite you to join us for our next HR Liaison Network Meeting to be held on Tuesday, June 25, 2019, in the General Services Complex. Registration is available through TrainTraq. Please make plans to attend the [morning](#) or [afternoon](#) session based on your schedule. Topics will include Benefits Open Enrollment, Title IX updates, ADA, student employment, and more.

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Reminder – HROE Important Date for Staff Reclassification Requests

Monday, June 17 is the deadline for submission of FY2020 staff reclassification actions to be guaranteed completion by July 22. Completion of both the edit position restrictions and change job processes in Workday by July 22 will confirm the department's authority to include the compensation increase in the Workday merit process for FY2020.

Please note the following important details about these deadlines:

1. For TAMU & HSC staff positions, submission by the deadline means the edit position restrictions business process is submitted to HR Partner in Workday. Once approved, the change job process for filled reclassifications must be completed in Workday by July 22.
2. There are no guaranteed completion deadlines for staff positions being created for FY2020. Since the position creation process is ongoing in Workday, and it is unrelated to the Merit process there is not a need to limit the creation of positions to certain time frames.
3. These deadlines are only critical for positions in which multiple increases will be effective on September 1 and entered into Workday during the merit process.

For questions, contact HROE Classification and Compensation at 979.845.4170 or hrcomp@tamu.edu or Kim Johnson at 979.845-1565 or hrhsc@tamu.edu for HSC.

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Ada Green Retirement Reception

Human Resources and Organizational Effectiveness invites you to join us for a retirement reception honoring Ada Green, Senior Employee Benefits Representative, on Friday, June 28 from 1:00 – 3:00 p.m. in GSC 101A. Remarks will be made at 2:00 p.m. Please join us in wishing Ada well in her future endeavors and congratulating her on nearly 30 years of dedicated service to Texas A&M University.

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SEBAC Election Closes Friday, June 14 – Please Vote!

Friday, June 14 is the last day to cast your ballot to elect the [Texas A&M University System Employee Benefits Advisory Committee](#) (SEBAC) representative. An election ballot was sent electronically last week to the email address on record for all Texas A&M University and Health Science Center benefits-eligible faculty, staff, graduate assistants and retirees. SEBAC is an advisory group that makes recommendations to The Texas A&M University System administration on various issues relating to your employee/retiree benefit programs, including health insurance. Voting will close at 5pm Friday, June 14. If you did not receive an online ballot email hr-feedback@tamu.edu for assistance.

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ADA Accommodations Packet

The new Americans with Disabilities (ADA) packet is now available on Organizational Consulting & Resolution Management's (OCRM)'s website, <https://employees.tamu.edu/ocrm/ada/>. On the website, there are clear instructions on how to respond to and process a request for an accommodation from an employee. Please do not hesitate to contact OCRM at either ocrm@tamu.edu or 979.862.4027 to consult with a Business Partner regarding the process or to obtain the packet.

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ADA Training

Organizational Consulting & Resolution Management (OCRM) and the Office of Risk Ethics & Compliance (OREC) have teamed up to provide ADA training for both HR Liaisons and supervisors. This training covers reasons why ADA is important and practical guidance regarding the roles of department personnel (HR Liaison & Supervisor). Please contact OCRM at ocrm@tamu.edu or 979.862.4027 to schedule training for your department.

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WELLNESS WORKS!

Please share the following information with employees in your department.

Wellness Happenings for June

Check out our monthly newsletter [here!](#)

WELLNESS WORKS!

News/Announcements:

- **MyEvide + Texas A&M University System Summer Wellness Campaign**
 - Learn about your A&M System benefits, play some games, and earn money for your campus or agency's charity of choice (1st Place \$2,000; 2nd Place \$1,000; 3rd Place \$500)
 - To participate in the treasure map games, visit tamus.myevide.com each Friday.
- **Summer Co-Ed Kickball for Faculty & Staff**

WELLNESS WORKS! has once again partnered with the Department of Recreational Sports to host a Summer Co-Ed Kickball League for Texas A&M University faculty and staff employees this July! Registration

fees will be paid by *WELLNESS WORKS!*. Start forming your team now. No league experience is necessary. Stay tuned for additional league details and registration information coming soon through campus email!

- **Parent Resources for Summer**

WELLNESS WORKS! understands that employee well-being often goes beyond self-care and may include caring for children. To support our working parents/caregivers, we have gathered parent-related information and resources to assist them in meeting the needs of their families. Visit the newly updated [Parenting Resources webpage](#) today!

- **FREE On-Campus Financial Consultations**

Lincoln Financial, TIAA Financial, and AIG Retirement Services offer Texas A&M University employees no-cost, one-on-one consultations with their financial/retirement advisors in the HROE office located in Suite 1201 of the [General Services Complex](#) or the [Memorial Student Center](#) located on the lower level in room L524. RSVP for your meeting:

- **TIAA Financial Group - [RSVP](#)**

Wednesday, June 19 & Thursday, June 20 | 8:30am – 4:30pm | GSC 1203

- **AIG Retirement Services - [RSVP](#)**

Tuesday, June 25 | 8:30am – 11:30am | Rudder Tower 709

- **Eat WELL, Be WELL! Nutrition Series**

Presented by Registered Dietician, Meghan Windham

Beginning Tuesday, June 4 & Ending Tuesday, July 2 | 12:00 - 1:00 pm | Annex 405 C/D

WELLNESS WORKS! invites you to join us as Registered Dietician, Meghan Windham, presents five different nutrition workshops occurring every Tuesday from June 4th to July 2nd. The **Eat WELL, Be WELL!** Nutrition workshops are developed to teach adults the importance of nutrition in all areas of life. You will not want to miss the information and strategies Meghan Windham shares!

- *To maximize learning, participation in all five workshops is highly encouraged but not required.*
- **[Visit our website](#) to access the Zoom Meeting, as we have met maximum live registration capacity for each of these sessions.**

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Division of Human Resources
& Organizational Effectiveness

Questions? HRnetwork@tamu.edu | 979.862.3191 | 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](#)