HR LIAISON NETWORK NEWS

June 15, 2020 | Share the following information within your departments as appropriate.

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PAYROLL REMINDERS

June 15:
- #20-21 Current Timesheets, Workday BP Approvals, Lump Sum Payouts & PPRs due at 11:00am
- #20-21 Pay Calculation Results Report available at 12:00pm

June 16:
- 20-21 Pay Calculation Results Report refreshed at 10:00am
- #20-21 Timesheets Locked; only Timekeepers can update
- Run Timekeeper Reports

June 17:
- #20-21 BW Final Pay Calculation Results Report available at 2:00pm
- Monthly Retro Business Process Approvals due at 5:00pm

June 18:
- Monthly Pay Calculation Results Report available at 12:00pm

June 19:
- #20-21 Biweekly Pay Day
- Monthly Pay Calculation Results Report refreshed at 10:00am

June 22:
- Monthly Pay Calculation Results Report refreshed at 10:00am
- Monthly PPRs & Lump Sum Payouts due at 11:00am

Payroll Processing Calendar Key
Processing Schedules
Workday Tools

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

University Holidays Approved for 2020-2021
Please share the following information with employees in your department.

The Texas A&M System Board of Regents has approved the following schedule for University holidays for Texas A&M University and Texas A&M Health Science Center for fiscal year 2021:

- Thanksgiving   November 26-27, 2020
- Winter Break   December 24, 2020 – January 1, 2021
- Martin Luther King, Jr. Day   January 18, 2021
- Spring Break   March 17-19, 2021
- Memorial Day May 31, 2021

Some factors that are considered when holidays are set are: the academic schedule (when classes start and end each semester and the minimum number of class days), what day of the week some traditional, moving holidays fall (**such as July 4th - not a campus holiday when it falls on a weekend**)**,** and national holidays (Martin Luther King Jr. Day).

For information about factors considered when holidays are set visit employees.tamu.edu/benefits/leave/holidays. *Other campuses, agencies, and universities within The Texas A&M University System may have different schedules; can be viewed here.

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Register for the HR Liaison Network Summer Meeting June 24
Please register for only one session (morning and afternoon sessions will be identical). As a reminder, HR Liaisons are required to attend a minimum of 2 out of the 3 network meetings held each year. We look forward to seeing you online 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
    - Afternoon Session: 1:30pm-4:00pm Register
- Meeting Agenda

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Pre-Retirement Counseling Workshops
Please share the following information with employees in your department.

If you are considering retiring during the next 12 months, you are highly encouraged to attend one of our **group workshops for pre-retirement counseling**. These workshops are not one-on-one sessions but you will have the opportunity to ask questions. As a participant, you will receive information as to what forms you will need to complete to get you started and to better understand your retirement benefits. Workshops will be held online via Zoom until further notice.

Teacher Retirement System (TRS) Workshops

6/17/2020	2:00-4:30 pm	**Register HERE for TRS**
8/13/2020	2:00-4:30 pm	*Registration TBA*
9/16/2020	9:00 -11:30 am	*Registration TBA*
10/20/2020	9:00-11:30 am	*Registration TBA*
11/13/2020	9:00-11:30 am	*Registration TBA*

Optional Retirement Program (ORP)Workshops

6/23/2020	2:00-4:00 pm	**Register HERE for ORP**
8/19/2020	9:00-11:00 am	*Registration TBA*
9/17/2020	2:00-4:00 pm	*Registration TBA*
10/28/2020	9:00 am-12:00 pm	*Registration TBA*
11/19/2020	2:00-4:00 pm	*Registration TBA*

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COVID-19 Signage for Offices
As more people are returning to campus, HROE has created several signs for HR Liaisons to use in your workspaces to ensure that people are well-informed about the new University mask policy as well as proper hygiene practices to prevent the spread of COVID-19. Feel free to post these signs based on your unit's needs.

- Mask Required

- [Healthy Habits](#)
- [Social Distancing](#)
- [Do Not Enter](#)
- [Enter One at a Time](#)
- [Six Feet Apart](#)
- CDC signs: [Symptoms of Coronavirus](#) & [What you should know about COVID-19](#) & [What to do if you are sick](#)

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Workday Training Updates – Week of June 8, 2020

Workday Training changes have been posted online. The recent updates include resources related to Managing Your Time Off, Complete Open Enrollment, Change Benefits (Life Event), Termination (Voluntary) and much more. Full details about these updates are found on the [Workday Weekly Updates webpage.](#)

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Guardian Security Enhancements

In keeping with security best practices, the LawLogix Technology team will be implementing a security enhancement on **June 24, 2020** to the Guardian application that may impact your organization. Although the security upgrade does not require any modifications to SSO, integrations or file transfers to LawLogix, users should make sure that browsers are not outdated by following LawLogix's instructions:

1. If you are not sure what browser version you are running, you may [test your browser security compatibility here](#).
2. A response for Protocol Support indicating your user agent supports TLS 1.2 means that you are not impacted by the change and no further action is required

Please email UIN-I9@tamu.edu if you have any questions.

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New Guardian Document Secure Server

A U.S. Passport, U.S. Passport Card, Permanent Resident Card, and Employment Authorization Document is required to be uploaded and should be uploaded to the employee's Form I-9 record in Guardian when completing Section 2. A new feature has been added to the [Form I-9 Employment Eligibility Verification](#) website to allow secure uploading of a required document accidentally omitted in Guardian. In the event the documents were not uploaded, you may upload them using our [secure server](#).

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Guardian Reminders

1. Please remember to enter the correct hire date in Workday and in Guardian. On some occasions the anticipated hire date can change from the date originally entered in Workday. Please remember to email jobs@tamu.edu to request a correction to the hire date in Workday. Hire dates in Workday and Guardian should match.
2. Don't forget to upload required photo documents from List A into Guardian when completing Section 2. If a new employee presents a U.S. Passport, U.S. Passport Card, Permanent Resident Card or an Employment Authorization Document, these documents must be uploaded into Guardian.

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Workday Pre-hires

In order to ensure the right pre-hire record is confirmed in Workday, it is helpful to have other identifying information such as a phone number or email address entered when creating the new employee's Workday pre-hire record. These fields can be found on the *Contact Information* tab next to the *Legal Name Information* tab.

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Workers Needing a Social Security Number

The local Social Security Administration (SSA) office in Bryan advises students needing a Social Security Number (SSN) to call the SSA office to set up an appointment for SSN processing. When the student calls, they will be added to a waitlist and contacted LATER by SSA to schedule an appointment. Currently, there are over 100 students on the list and the SSA office has asked for our help to advise the students there will be delays due to the volume.

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Annual Performance Reviews

Please remind managers of the following:

- The recommended dates to complete performance review steps in time for the June 30th deadline as outlined on the Performance Review Process webpage:
  o May 22-June 4 – Manager discusses review with employee, which can be done via videoconference such as Zoom
  o June 5-11 – Manager submits the review in Workday
  o June 12-18 – Employee acknowledges the review in Workday
  o June 19-30 – Manager acknowledges the review in Workday
- Workday job guides, templates, and other resources are available on the Performance Review Resources webpage

Please email any performance review questions to HRevaluations@tamu.edu.
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Save the Date for Open Enrollment Benefits Fair

Open enrollment for benefits is held annually in July. Employees and retirees will use Workday to make their selections July 1-31, 2020 for a September 1, 2020 effective date. The 2020 Benefits Fair will be held virtually this year. Sessions are scheduled for HSC employees on July 8 and Texas A&M employees on July 13 and 14, 2020. More information related to exact times and login information will be coming soon.
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Process for FY21 Employees in the 12 Over 9 Program for Insurance Premiums

The System Benefits Administration office has identified FY21 participants for the 12 Over 9 Program for insurance premiums payment. **HROE will need your help by mid-June to confirm, remove and/or add participants based on your knowledge of their FY21 appointment status.**

All full-time, monthly-paid employees appointed for less than 12 months who are participating in benefits with an effective date of 09/01/2020 or earlier will be programmed in Workday as participating in the 12 Over 9 Program. Employees in this program will pay the 12 months of insurance premiums compressed over 9 months, rather than deducting all of the premiums from their May earnings or having the premiums deducted from summer compensation.

These employees need to be identified and confirmed before Open Enrollment begins on July 1 so that their Open Enrollment task in Workday will accurately reflect the compressed premium rates. Please be aware and prepare accordingly if you know of employees who:

1. Are currently in 12 month appointments but will be reduced to 9-11 months in FY21 and should be **added** to the program.
2. Will be identified for 12 Over 9 but have confirmed plans to retire or terminate next May 2021, and therefore should be **removed** from 12 Over 9.
3. Are currently in 9-11 month appointments and will be identified for 12 Over 9, but always have a three-month added job in the summer and would prefer to have deductions come from summer compensation.

We will share lists by College/Division and will be asking for your review of the identified participants. We will need to know the Last Name, First Name, and UIN of any employee who will need to be **added** to the System's list (#1 above) or should be **removed** (#2 or #3 above).

The list of those to be added or removed will be due back to benefits@tamu.edu (or hschr@tamu.edu) by 5:00 pm on **Tuesday, June 23, 2020.**
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PAYROLL SERVICES

Paid Holiday / Early or Special Release Not on Timesheet

In order to get the time blocks to create for early or special 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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Costing Allocation Report

Workday Services urges departments to run the *Missing Costing Allocation* Report prior to each biweekly and monthly payroll business process approval deadline. The report is used to determine which employees are missing costing allocation so the expense is not charged to the FAMIS default accounts. The report is accessible via the Workday search bar and the results can be exported to Excel. You may need to run separate reports for each Supervisory Organization you monitor.

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EMPLOYEE WELLNESS
Please share the following information with employees in your department.

Flourish Events

All Flourish programming this summer is family-friendly. But we have made an extra effort this summer to provide programming specifically for the kids in your life.

Special offerings this week:

- Watercolor Basics | 6/16 | 12:00pm – 1:00pm
- Intro to Dance | 6/16 & 6/18 | 5:00pm – 5:45pm *must RSVP*
- Around the World in 10 Weeks | 6/18 | 11:00am – 12:00pm

Fitness schedule:
- Meditation for Stress & Anxiety | 6/17 | 4:45pm – 5:30pm
- Sunrise Stretch & Destress | 6/16 & 6/18 | 7:00am – 7:30am
- Pilates | 6/17 | 11:45am – 12:30am
- 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.

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Past LNN issues are found online: HR Liaison Network News Archive