



HR LIAISON NETWORK NEWS

June 17, 2019 | Share the following information within your departments as appropriate.

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

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PAYROLL REMINDERS

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

June 19:

- Monthly Pay Calculation Results Report refreshed at 10am

June 20:

- Monthly Pay Calculation Results Report refreshed at 10am
- Monthly Lump Sum Payouts & Supplements due at 11am

June 21:

- Monthly Pay Calculation Results Report refreshed at 10am
- Current Monthly Workday BP Approvals due at 5pm
- Biweekly Pay Day

June 13:

- Monthly Pay Calculation Results Report refreshed at 10am

[Processing Schedules](#)

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REMINDER: 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 process information, student employment, and more.

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Save the Date for Open Enrollment Benefits Fair and Meetings

Open enrollment for benefits is held annually in July. Employees and retirees will use Workday to make their selections July 1-31, 2019 for a September 1, 2019 effective date. Please mark your calendars now to attend one of the Open Enrollment Meetings or Benefits Fairs.

Bryan/College Station Location – A&M and HSC:

- Vendor Presentations – **Wednesday, July 10**, 1:00 to 3:30pm, Health Science Center, 8447 Riverside Parkway, Building 1000, HPEBLL38, Bryan, Texas 77807.
- Benefits Fair and Vendor Presentations – **Thursday, July 11** and **Friday, July 12**, Benefits Fair and Vendor tables from 10:00am to 3:00pm at the General Services Complex, 101A, 750 Agronomy Road, College Station, Texas. You will have the opportunity to visit with the insurance carriers directly along with vendors from other programs available to employees. Vendor presentations will be held in GSC101B&C starting at 9am both days.

A detailed schedule is being finalized and will be added to the [Open Enrollment](#) section of our website.

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Updated Effective Hiring Practices (TrainTraq course no. 2111264)

TrainTraq course no. 2111264, *Effective Hiring Practices*, has been revised with new content provided by The Texas A&M System Office of Equal Opportunity and Diversity, and the Division of Human Resources & Organizational Effectiveness at Texas A&M University. The updated course will be available in TrainTraq later this week. The course is designed for hiring supervisors, and it provides an overview of the hiring process. Updates include aligning terminology used in Workday, and revised practice scenarios. If you have any questions about this course, please contact Professional Development at PDinfo@tamu.edu or 979.845.4153.

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UIN/I-9 Update

The Department of Talent Management in HROE has recently assumed duties related to the I-9 process in Guardian and Workday as well as the UIN Partner role in Workday. All inquiries regarding UIN and I-9 processes should be made by emailing UIN-I9@tamu.edu. Please visit our [updated website](#) for more information about I-9's. **Please note:** Chris Brooks and Paul Castilleja no longer provide support for UIN or I-9 processes.

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Recruiting – Including UIN and Attachments

Please remember to include the UIN and the legal name of your hire in the comments section when doing the revised hire task through a requisition or when doing a direct hire in Workday. The legal name should match the name used to create the UIN. When the UIN and name are provided we are able to respond much faster to the Workday tasks.

Supplemental questions on the Job Requisition can be added to remind, and allow, applicants to attach their application documents. If you have requested this additional question on your job requisition, then these attachments will be found on the *Questionnaire* tab. The documents attached to the questionnaire will not appear under *Attachments* or the *Resume/CV* tabs. Please remember to check the *Questionnaire* tab if you have asked for documents to be attached from a supplemental question.

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Workday Update – Week of June 6, 2019

Workday Updates have been posted online. This week's updates include Compensation. New eLearning, Webinars and updated eLearning. Full details about these updates are found on the [Workday Weekly Updates webpage](#).

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PAYROLL

July 5, 2019 Biweekly Checks

Due to the July 4th holiday, all departments that usually receive their biweekly payroll checks in the mail will need to pick up their payroll envelopes at the Payroll Services Office in Suite 1201 of the GSC on Friday, July 5. Payroll Services will be open 8am – 5pm for this pickup.

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IRS Withholding Calculator

Following the biggest set of tax law changes in more than 30 years, the Internal Revenue Service encourages everyone to perform a “paycheck checkup” to see if you have the right amount of tax withheld for your personal situation. The [IRS Withholding Calculator](#), available on IRS.gov, will recommend the number of allowances the employee should claim for their Withholding Elections. If the Withholding Calculator suggests a change from your current withholding election, an employee can make an immediate adjustment in Workday following the instructions [here](#).

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Save For Summer

Letters were sent to current participants on May 28, 2019 reminding them of their options for the program. If an employee is currently enrolled in the Save for Summer program, no action is required on their behalf. They have been automatically re-enrolled effective September 1, 2019. Deductions will be made from the employee’s check September 1, 2019 – May 31, 2020. Enrollment will rollover annually at the beginning of each academic school year until the participant makes a change or cancels the deduction.

If an employee cashed out and ended their enrollment in Save for Summer during the period of September 1, 2018 thru May 31, 2019 and would like to enroll for the new academic school year of September 1, 2019 thru May 31, 2020, they will need to complete and submit a new Save for Summer Authorization form.

Participants are encouraged to review the deduction amount on their payslips to verify the amount being deducted is what they will need. If the participant would like to change the amount of their deduction, they will need to complete and submit a new Save for Summer Authorization form.

The [Save for Summer Authorization form](#) is available on the Payroll Services [website](#) and can be used to enroll, change the deduction amount or cancel your enrollment in the Save for Summer program. Our website also has answers to [Frequently Asked Questions](#) regarding this program. Please direct any questions you may have to payrollprocessing@tamu.edu.

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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](#)!

A blue graphic with a white mountain-like shape at the top, containing the text "WELLNESS WORKS!" in white capital letters.

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 opened today and closes June 21 at 5:00pm. Details, rules, and registration found [here](#) or at wellness.tamu.edu.
- **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 Dietitian, 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](#)