



HR LIAISON NETWORK NEWS

June 22, 2020 | Share the following information within your departments as appropriate.

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

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PAYROLL REMINDERS

June 22:

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

June 23:

- Monthly Pay Calculation Results Report refreshed at 10:00am
- Current Monthly BP Approvals due at 5:00pm

June 24:

- Monthly Pay Calculation Results Report refreshed at 10:00am

June 25:

- Monthly Final Pay Calculation Results Report available at 2:00pm
- #20-22 **Retro** Timesheets and Workday Retro BP Approvals due at 5:00pm

June 29:

- #20-22 Current Timesheets, Workday BP Approvals, Lump Sum Payouts & PPRs due at 11:00am
- #20-22 Pay Calculation Results Report available at 12:00pm

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

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

Register for the HR Liaison Network Summer Meeting June 24 (VIRTUAL)

As a reminder, HR Liaisons are **required** to attend a minimum of 2 out of the 3 network meetings held each year. Currently, we have 168 registered for the morning session and 110 for the afternoon session. Thank you to those that have already registered. If you have not yet registered, please register today for one of the sessions (morning and afternoon sessions will be identical). We look forward to seeing you online at the virtual meeting! One session will be recorded to accommodate our Qatar campus HR Liaisons.

HR Liaison Network Summer Meeting

- 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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Special Release Time – June 19

As previously announced, Texas A&M University was authorized to provide a special release for faculty and staff in observance of Texas Emancipation Day, June 19. The following items should be noted in this instance where special release time using holiday rules, has been authorized:

- Leave-eligible employees will be paid according to guidelines for special release time found at employees.tamu.edu/benefits/leave/holidays/special.
- Full-time, leave-eligible biweekly employees paid hourly will be credited a total of 8 hours of leave with pay. Part-time leave-eligible employees paid hourly will be credited hours in accordance with their percent effort. No action is required for monthly paid employees.
- Employees who work approved flex schedules should adjust their work hours accordingly.
- Employees required to work during this special release time will be given state compensatory time off to be taken within the next 12 months; and/or may have their current work schedule adjusted appropriately by their department to reflect the normal amount of hours the employee was scheduled to work.
- Employees scheduled to be on vacation or sick leave should have their accrued leave banks replenished and the time will be replaced by special release time.

If you have any questions, please contact benefits@tamu.edu for Texas A&M or hschr@tamu.edu for HSC departments.

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Performance Review – Deadline is June 30

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:
 - May 22-June 4 – Manager discusses review with employee, which can be done via videoconference such as Zoom
 - June 5-11 – Manager submits the review in Workday
 - June 12-18 – Employee acknowledges the review in Workday
 - **June 19-30 – Manager acknowledges the review in Workday**
- Workday job guides, templates, and other resources are available on the [Performance Review Resources](#) webpage
- If managers submit the performance review and corrections are needed before acknowledging them, please refer them to [Correcting Evaluations - Manager](#).

Please email any performance review questions to HRevaluations@tamu.edu.

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REMINDER: 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.

Attached is a report to help monitor completions and incompletions.

We continue to work with the System Office to provide a Spanish version. An update will be provided when we have more information. If you have questions, please continue to contact Organization Development at OrgDev@tamu.edu.

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Covid-19 Information Update on Job Requisitions

To provide general guidance to applicants regarding the processes at Texas A&M while exercising Covid-19 precautions, the following statement will be added to all job requisitions under the “What You Need To Know” section.

“COVID-19 information: Texas A&M University monitors and updates our recruiting, hiring and onboarding processes to align with local, state and federally mandated health guidelines to keep employees, prospective employees, and visitors as safe as possible. Each department has established both remote and in-person procedures for conducting these processes, which include sanitizing common spaces, a mask policy, and maintaining safe physical distancing. Departments will provide the procedures to be followed at each step of the recruiting process.”

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Guardian and Xref Training

Things have been rapidly changing in the past few months and If you have not taken Guardian/Form I-9 training in the past six months, now is a great time to get caught up and see what's new. New sessions for Xref training are also now available. [Learn more information about Xref here.](#)

Please register using the list of available sessions on [Traintraq](#). Search for these courses:

- 2114043: HR Liaison: Form I-9 and Guardian
- 2114026: HR Liaison: Xref Training

Please email questions for Guardian or Xref training to UIN-I9@tamu.edu.

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PAYROLL SERVICES

Payroll Services Shared Email

Payroll Services requests that all questions, issues for review, scanned forms and documents or other matters be sent to our shared email at payrollprocessing@tamu.edu rather than emailing a processor individually. Even though you may be used to working with a particular processor, if they are emailed individually but are out of the office, a response to your item will be delayed or may miss being included with the current payroll calculation. Your assistance is appreciated.

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EMPLOYEE WELLNESS

Please share the following information with employees in your department.

Flourish Events

So often we feel like the only one in the room. But you are not alone. You are one of us. We got you. We see you. Begin building your tribe with some of our events this week.

Special offerings this week:

- [Intro to Dance](#) | 6/23 & 6/25 | 5:00pm – 5:45pm **must RSVP**
- [Infertility Connection](#) | 6/24 | 12:00pm – 1:00pm
- [Picky Eaters 101](#) | 6/25 | 11:00am – 12:00pm
- [Mindful Spending](#) | 6/25 | 4:00pm – 5:00pm **must RSVP**

Fitness schedule:

- [Pilates](#) | 6/24 | 11:45am – 12:30am
- [Sunrise Stretch & Destress](#) | 6/25 | 7:00am – 7:30am
- [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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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/liasons

Past LNN issues
are found online:
[HR Liaison Network
News Archive](#)