



HR LIAISON NETWORK NEWS

June 29, 2020 | Share the following information within your departments as appropriate.

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HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

HR Liaison Network Summer Meeting Presentations Online

The presentations from the HR Liaison Network Summer Meeting are now available [online](#). We want to express a sincere thank you to all of the presenters. In addition, we would like to thank all of the HR Liaisons who took time from their busy schedules to actively participate in the meeting last week.

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Employee with COVID-19 Symptoms Protocol

Given the recent rise in COVID-19 cases, we want everyone to be aware of the standard protocol for employees reporting symptoms consistent with the coronavirus. Additional information, including the Environmental Health & Safety Department's [COVID-19 Ill Employee Protocol Checklist](#), is available on our [webpage](#). Due to the rapidly

PAYROLL REMINDERS

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

June 30:

- #20-22 Pay Calculation Results Report refreshed at 10:00am
- #20-22 Timesheets Locked; only Timekeepers can update
- Run Timekeeper Reports

July 1:

- #20-22 BW Final Pay Calculation Results Report available at 2:00pm
- Monthly Pay Day

July 3:

- #20-22 Biweekly Pay Day

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

evolving nature of the coronavirus, protocol adjustments may be necessary. Please continue to check back on our website for the most up-to-date protocol.

HR Liaisons should work closely with supervisors to assist them with completing the checklist to avoid the accidental disclosure of employee HIPAA protected information.

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New Webpages for Benefit Services and Employee Relations

HROE is redesigning its website to better support you, our customers! We are launching the changes in stages throughout this year. Today, after 5pm, we will update the [Benefit Services](#) and [Employee Relations](#) webpages. If you have bookmarks or links to these webpages or online files, you may need to relink them as many of the URL addresses will change.



The primary objectives of our newly redesigned site are focused on providing our customers with more resources, increased customer interactivity, streamlined menus, clear navigation, and a responsive layout. We hope you will find these improvements helpful. Visit our website at employees.tamu.edu and watch for further developments. If you have questions, email HR-feedback@tamu.edu.

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FY2021 Open Enrollment July 1–31

Open Enrollment is available to employees in Workday on July 1 through July 31, 2020. Open Enrollment is the time for employees to review their benefits and consider any changes to make for the next plan year, effective September 1 each year.

- **Save the dates for virtual benefits presentations:** The 2020 Benefits Fair and Vendor Presentations will be held virtually. Sessions are scheduled for **HSC employees on Wednesday, July 8 from 1:00 to 4:45 p.m.**, and for **Texas A&M employees on Monday, July 13 from 8:00 am. to 11:45 a.m and Tuesday, July 14 from 1:00 p.m. to 4:45 p.m.** [The full schedule of presentations and webex links are online here.](#)
- Employees should log into [Workday](#) and review current elections prior to making any changes. Then, beginning July 1, 2020, employees will have a Workday inbox item, **Open Enrollment Change: [EMPLOYEE NAME] on 09/01/2020**, to initiate benefit election changes.
- Employees will notice the format is different in Workday this year to complete Open Enrollment. View helpful materials at [Workday User Guide for Completing Open Enrollment](#). By July 31, employees need to be sure to check the "I Agree" checkbox to digitally sign their electronic enrollment form and then click **Submit**. If employees do not make any changes, their current benefits will continue; however, **if employees want a Health Care or Dependent Day Care Flexible Spending Account, they must re-enroll each year.**
- Visit the [A&M System Open Enrollment site](#) for the following (Scroll to the bottom of the page):
 - Enrollment Booklets & Premiums
 - Summary Plan Descriptions FY21
 - Carrier Presentations

Stay tuned for web updates to the HROE Open Enrollment page, with new and improved pages launching tomorrow, linked from the [Benefits homepage!](#) If you have questions, contact benefits@tamu.edu for Texas A&M University departments and hschr@tamu.edu for Health Science Center departments.

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Performance Review – Deadline is TOMORROW (June 30)

- HR Liaisons please remind managers that Performance Reviews **must** be completed by June 30. It is important to complete the performance reviews to enable the Merit process.
 - HR Liaisons with the Talent Analyst role should run the Performance Review Process (All) report to check the status of reviews within their organization and contact managers with incomplete reviews.
 - An email has been sent to managers who still have "in progress" reviews as an additional reminder.
- The Workday Performance Review process moves task by task. Please visit our [Concise Guide](#) to review the step-by-step guide. Remember: tasks are triggered one by one. Either the employee or the manager needs to take action to keep the process moving forward.

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

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NOW AVAILABLE: Spanish Versions of the COVID Return to Campus Courses

We have been working with the System Office to create Spanish versions of the COVID Return to Work courses, which are now available in TrainTraq as follows:

- [2114163 : Protocolo y Certificación para Empleados Miembros del Sistem](#)
- [2114165 : Practicas Seguras Para Regresar a la Oficina Durante la Pandemia de COVID-19](#)

Please note, completing *either* the English or Spanish version will meet the assignment requirements to complete the courses. And, starting next week, completions will be available in the attached COVID course completions report.

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

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On-Demand Form I-9 Training Now Available

Not available for our in-person Zoom Form I-9 training? Now you can stay up to date on your own time by taking our newly released on-demand class. Form I-9 training is required for all new Guardian users, so please go to TrainTraq and look for course number [2114166 : Form I-9 Processor Training - HROE](#) to take our new class.

If you prefer our in-person class led by an I-9 Specialist, those classes will continue to be offered via Zoom. This format provides the same information as our on-demand class with the added opportunity to have your questions answered. You can register for this class by clicking the following link [2114043 HR Liaison: Form I-9 and Guardian](#).

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PAYROLL SERVICES

Special Release Not on Timesheet

In order to get the time blocks to create for special or 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.

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EMPLOYEE WELLNESS

Please share the following information with employees in your department.

Flourish Events

Flourish is taking some time off this week. We're going on vacation and you should too. Stepping away from work for a little TLC is good for your health, productivity, relationships, and helps keep you from burn-out. We take rest seriously around here and believe you should too.

However, our partnered fitness schedules don't stop:

- [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. We'll see you soon. Have a happy and safe Fourth of July!

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Division of Human Resources
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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

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