



# HR LIAISON NETWORK NEWS

June 3, 2019 | Share the following information within your departments as appropriate.

## HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

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## PAYROLL REMINDERS

### June 3:

- Monthly Pay Day
- #19-20 Current Timesheets, Workday BP Approvals, Lump Sum Payouts & Supplements due at 11am
- #19-20 Pay Calculation Results Report available at 12pm

### June 4:

- #19-20 Timesheets Locked; only Timekeepers can update
- Run Timekeeper Reports
- #19-20 Pay Calculation Results Report refreshed at 10am

### June 7:

- Biweekly Pay Day

[Processing Schedules](#)

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## HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

### SEBAC Election Ballot – Please DO NOT Forward

On Wednesday, June 5, Human Resources will send a campus-wide email regarding the [The Texas A&M University System Employee Benefits Advisory Committee](#) (SEBAC) election. This message and voting link will NOT be listed on the HROE website or other distributions because **only eligible voters** (benefits-eligible faculty, staff, graduate assistants and retirees) may vote. Because voting is limited, we ask that you please not forward the message to anyone. Instead, direct employees with inquiries to [hr-feedback@tamu.edu](mailto:hr-feedback@tamu.edu) so that voting eligibility can be confirmed. Then, the ballot will be forwarded accordingly.

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### Reassign Task in Workday

*Reassign Task* transfers ownership and visibility of a task from one person to another, but approval is needed. If the request to reassign is approved, the person who reassigned the task loses access and visibility to the task; it does not remove ownership or visibility from others who may have also originally received the task. Whenever possible, it is recommended that individuals use *Delegate Task*, which does not require approval, to retain ownership and visibility in addition to more clear communication among coworkers.

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**New Employee Welcome (TAMU NEW) Session Wednesday, June 12 – Please Register by Friday, June 7**

Please forward this information to all hiring supervisors and encourage them to register their new employees. The next session of *New Employee Welcome (TAMU NEW) Session* will be held Wednesday, June 12 from 9:30am to 2:00pm (lunch included) in the General Services Complex. All employees welcome. Employees can register online at: <http://training.tamu.edu/schedule/#EmployeeOrientations>. If you would like to hold a seat for an incoming employee who is not yet on TrainTraq, please call 979.845.4153.

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### Training Compliance Reports for June – As of June 1, 2019

Attached is the monthly Required Employee Training Assignments Report for System-required employee training. Please check TrainTraq for pending assignments for your department's employees. If you have questions, please contact [pdinfo@tamu.edu](mailto:pdinfo@tamu.edu).

#### Summary

- The total number of past due assignments increased 1.7% from 1775 to 1806.
- The total number of past due employees decreased 4.3% from 883 to 845.
- The total number of past due Faculty employees decreased 6.4% from 313 to 293.
- The total number of past due Budgeted Staff employees decreased 20.8% from 159 to 126.
- The total number of past due Wage Staff employees decreased 8.9% from 202 to 184.
- The total number of past due Graduate Assistant employees increased 4.2% from 24 to 25.
- The total number of past due Student Worker employees increased 17.3% from 185 to 217.

#### Required Employee Training Compliance Key Performance Measure

- Percentage of employees in M Workstation ADLOCs up-to-date or current on five required courses:
  - Creating a Discrimination-Free Workplace, EEO – 97.9%
  - Ethics – 97.9%
  - Information Security Awareness – 96.9%
  - Orientation to the A&M System – 99.0%
  - Reporting Fraud, Waste and Abuse – 98.7%
  - Required Training for Athletics Task Workers – 92.2%

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## PAYROLL

### Underpayment / Overpayment / No Payment Pay Results

Payroll Services continues to receive calls and emails each payday from departments reporting underpayments, overpayments or no payments. The issues are being identified on payday or later. Most issues could have been identified by departments prior to paycalc deadlines. It is imperative that all departments generate and review the [Pay Calculation Results for a Period report](#) every biweekly and monthly payroll. These reports are the Workday equivalent of former BVD and TimeTraq reports; they should be reviewed to ensure employees will receive their expected salary / hours, one-time payment request, recurring payments and/or allowances. This is also an opportunity to make sure new hires since the last payroll will receive pay. Initiation of a business process is not assurance that expected pay results are populating as part of the employees paycheck. If an error or omission is identified before paycalc deadlines, payroll services staff can work with you and try to correct, as long as business processes are fully completed.

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## WELLNESS WORKS!

Please share the following information with employees in your department.

### Wellness News/Announcements:

- [Summer 2019 Fitness Schedule](#) – May 28 through August 2
- Access your [Deer Oaks EAP](#) at the [click of a button](#).
- Walking and/or Running [Routes](#)

### Upcoming Wellness Events:

- **FREE Financial Counseling on Campus**  
Additional information including RSVP available [here](#).

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

WELLNESS WORKS!

- **On-campus Wellness Exams with Catapult Health**  
*Presented by Catapult Health*  
**Wednesday, June 19, Thursday, June 20, & Friday, June 21**  
**8:00am – 5:00pm | General Services Complex 101B/C**



Free, quick and confidential preventive health checkups administered by Catapult Health will again be offered on campus **for employees and their covered spouses enrolled in the A&M Care health plan.** [Register here!](#)

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### **Naturally Slim: Learn How to Lose Weight by Changing How You Eat Instead of What You Eat!**

Ever wonder how some people can eat all their favorite foods and not gain weight? Naturally Slim® is a ten-week online program that will teach you how and it does not include starving, counting calories or eating diet food. Here is your chance to learn how to eat the foods you love while reducing your risk of developing a serious condition, like diabetes or heart disease - for free.



Naturally Slim® is now available on-demand, all year long! In order to participate, a member must have one or more risk factors related to [Metabolic Syndrome](#) and be an employee, spouse or dependent that is 18 years or older enrolled in the A&M Care, 65 PLUS plan and/or J plans. Visit [Naturally Slim](#) to learn more and apply today!

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### **MDLIVE - Your 24/7 resource for easy, convenient healthcare!**

Download the [MDLIVE App](#) to access care for non-emergency medical issues, 24 hours a day, seven days a week through a convenient virtual service. Covered members on by the A&M Care health plan can see a board-certified doctor online 24/7 who can treat and prescribe medication, if necessary, for over 50 medical conditions. You can access quality healthcare anytime and anywhere on your phone, tablet, or computer. Stop waiting and feel better today!

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Division of Human Resources  
& Organizational Effectiveness

**Questions?** [HRnetwork@tamu.edu](mailto: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](http://employees.tamu.edu/liaisons)

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