HR LIAISON NETWORK NEWS

June 9, 2020 | Share the following information within your departments as appropriate.

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PAYROLL REMINDERS

June 11:
- #20-21 Retro Timesheets and Workday Retro BP Approvals due at 5:00pm

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

Payroll Processing Calendar Key
Processing Schedules
Workday Tools

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

Guidance Forthcoming for June 8 Release Time
In observance of George Floyd's memorial, the Texas A&M University System authorized a special full-day release of all University non-essential personnel on Monday, June 8, to facilitate faculty and staff participation in the activities honoring his life. Further guidance for Absence Partners is forthcoming about how to handle the release time, time off and hours worked in Workday.
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Registration Open – HR Liaison Network Summer Meeting
Registration for the HR Liaison Network Summer Meeting is now open. 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. The agenda and additional meeting information will be provided in the coming weeks. We look forward to seeing you 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
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Flexible Spending Account Changes
* Mid-year election changes for health care and dependent day care FSAs *for the remainder of the 2020 plan year* will be allowed with or without a qualifying Life Event. This change allows participants to enroll, drop, decrease or increase their election. **These changes must be made prospectively.**

> **IMPORTANT NOTE:** Participants may not decrease their health care FSA election beyond the amount that they have already been reimbursed.

* *The FSA Grace Period for expenses incurred and charged towards a participants' FY2020 account(s) has been extended through December 31st, 2020. Previously the grace period ended on November 15 of the following fiscal year.*
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Workday Training Changes and Update
Workday Training changes have been posted online. The recent updates include resources related to Add Retiree Status, Ready to Retire and Return to Retire. Full details about these updates are found on the Workday Weekly Updates webpage.
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Workday Safety Incident Tracking
The A&M System Risk Management office will discontinue use of the Workday Safety Incident Tracking functionality at the end of FY2020. Workday Services will inactivate functionality in Workday, including access to the Safety worklet and safety-related business processes, effective July 31, 2020. Going forward, safety reports will need to be made using Origami. Please visit the Employee Relations website for information related to Origami.
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Workday Services Education and Training: June 2020
Please join us for the following Workday Services webinars. These events are open to all, but content will focus on the security roles listed with the webinar description.

Spotlight on Search Committees
Description: Interested in creating Search Committees in Workday? In this webinar we will provide an overview of Search Committees and how they work, alternative methods to use Search Committees, as well as guidance on the process for assigning roles.
==Target Audience:== Recruiting Partner

> **Presenter:** James Ross, *Workday Services – Recruiting & Talent*
> **Date:** June 10, 2020
> **Time:** 10:30am to 11:30am
> **Link to Meeting**: **HERE**
> **Password:** Workday
> **Dial in Audio:** 1.415.655.0003
> **Access Code:** 921 688 673

Managing Merit in Workday
Description: This session will provide a walkthrough of the activities required of Merit Partners and Managers in order to facilitate the annual merit process in Workday. These activities include: entering merit awards, maintaining the merit pools, managing employee participation and using merit reports.
==Target Audience:== Merit Partner, HR Partner, and Manager*

> **Presenter:** Sri Kamarthi, *Workday Services – Compensation & Merit*
> **Date:** June 17, 2020
> **Time:** 10:30am to 11:30am
> **Link to Meeting**: **HERE**
> **Password:** Workday
> **Dial in Audio:** 1.415.655.0003
> **Access Code:** 926 631 868

Note: Managers are not directly invited to Workday Services webinars. Please feel free to forward the invitation to meet the needs of your member

Past Due System Required Web-based Training (WBT) Report

Attached is the monthly Required Training Assignments Report for System-required training. As a reminder from January, the report format changed based on feedback from multiple groups across the University to make it more meaningful, helpful, and actionable in enabling compliance.

1. The first tab is a summary of past due employees by Executive Level 2.
2. The second tab provides more detail with:
   - Filters to quickly identify specific colleges / divisions and departments with individuals who are past due
   - Highlighting those that are more than 90 days past due and more than 365 days past due.

Per Texas A&M System Regulation 33.05.02, all Texas A&M employees are required to take these courses; and, there is a certification question in the Workday annual Performance Evaluation process for the employee and manager to validate the employee is not past due on required training. Please work with Supervisors / Managers listed in the report to:

1. Take into consideration during the current annual performance evaluation and merit process
2. Ensure their direct reports complete the required courses, especially those more than 90 days and over a year past due.

If you have questions, please contact orgdev@tamu.edu.

Performance Review Reminder for Managers

Please remind managers of the following:

- The recommended timeframe for managers to submit evaluations is June 5-11. Visit the Performance Review Process webpage for an overview of the process and timeline.
- When supervisors change in the middle of a review process, some tasks can become unavailable. However, the previous manager still needs to take action to keep the workflow moving. Previous managers should navigate to their workday inbox, locate the task:
  1. Get Additional Manager or Get Additional Reviewer - click on the gear icon and select Skip This Task
  2. Complete Manager Evaluation task – click on the gear icon and select Delegate Task.
  3. For all other tasks, contact HREvaluations@tamu.edu for assistance.
- If managers submit the performance review and corrections are needed, please refer them to Correcting Evaluations - Manager.
- All employees who worked anytime during the performance review period (4/1/2019 – 03/31/2020) should complete the performance review process.
- 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.

REMINDER – COVID Return to Work 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 the report to help determine who has completed and not completed the courses for your areas.

PAYROLL SERVICES

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 pay calculations 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 pay calculation deadlines, payroll services staff can work with you and try to correct, as long as business processes are fully completed.

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EMPLOYEE WELLNESS

Please share the following information with employees in your department.

Flourish Events

Taking a vacation at home isn't always easy, especially during social distancing. Flourish wants to help you get the most out of stay-cationing.

Special offerings this week:

- Around the World in 10 Weeks | 6/11 | 11:00am – 12:00pm
- Cooking with Flourish: Instant Pot Recipe | 6/11 | 12:00pm – 1:00pm
- Intro to Dance | 6/11 | 5:00pm – 5:45pm *must RSVP*

Fitness schedule:

- Meditation for Stress & Anxiety | 6/10 | 4:45pm – 5:30pm
- Sunrise Stretch & Destress | 6/9 & 6/11 | 7:00am – 7:30am
- Pilates | 6/10 | 11:45am – 12:30am
- Rec Sports Group RecXercise Schedule found 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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