



HR LIAISON NETWORK NEWS

March 11, 2019 | Share the following information within your departments as appropriate.

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PAYROLL REMINDERS

March 11:

- #19-14 Timesheets locked; only Timekeepers can update
- Run Timekeepers Reports
- #19-14 Pay Calculation Results Report Refreshed at 10am

March 14:

- #19-14 Biweekly Pay Day
- Monthly **RETRO** Business Process Approvals due at 5pm

March 18:

- Monthly Pay Calculations Report Available at 12pm

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HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

ORIGAMI – New Workers' Compensation Process for Submitting the First Report of Injury

Effective immediately, all First Reports of Injury must be submitted online through [Origami](#).

- No login required to access the Origami portal.
- **Use of the *Lookup function* when completing the incident is critical** to ensure data is populated correctly from Workday (identified by 'Lookup' or the Search Magnifying Glass). Please be aware that the Workers' Compensation (WC) Liaison is an employee on the Benefit Services team, not at the departmental level. For Texas A&M Health Science Center, the WC Liaison is Kathy Miller.
- Fill in all information and select *Complete Incident*. Immediately send an email to benefits@tamu.edu (TAMU) or kathy.miller@tamhsc.edu (HSC) for proper processing.
- The employee, employee's supervisor and Workers' Compensation Liaison receive an email regarding the incident.
- Submit your First Report within 24 hours to ensure compliance for timely submission.

For further details, please review the attached Incident Entry Quick Reference.

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Form I-9 Reminders

Form I-9 Reminders

We understand there are many employees who are being hired daily into the University and departments sometimes find it challenging to understand how and when to complete the I-9 form. Below are some quick tips on completing the I-9 process to ensure expediency and compliance. *HSC HR Liaisons: Please continue to follow the I-9 process instructed by Rhonda Hall in TAMU Payroll Services.*

Completion Steps for Electronic and Paper Form I-9

HR Liaisons must ensure that all sections of the Form I-9 are properly completed; otherwise, you may be subject to penalties under federal law.

Section 1 must be completed no later than the employee's first day of employment. You may not ask an individual who has not accepted a job offer to complete Section 1.

Before completing Section 2, you should review Section 1 to ensure the employee has completed it properly. Any errors identified in Section 1 will need to be corrected. If completing the paper version of Form I-9, have the employee make any necessary corrections and place your initials and date above or next to the changes to acknowledge their changes.

Section 2 of the I-9 is to be completed by employer (department). The employer must complete Section 2 within 3 business days of hire date. Ex: If employee was hired on a Monday, then Section 2 needs to be completed by Thursday of that same week.

If the hire commenced on a weekend, Section 2 must be completed by Wednesday of the following week. (The rule is 3 business days NOT calendar days.)

U.S. Employees

Lost/Misplaced Card

If a US citizen provides a Social Security Card receipt in lieu of their Social Security Card due to a lost or misplaced card, the employee is able to complete the Form I-9 with receipt. The employee has 90 days (upon completion of the Form I-9) to obtain their Social Security Card and provide it to the hiring department HR Liaison who will then notify the HR office and update the Form I-9.

Employees without a Social Security Card

Within 90 days, the employee must provide the hiring department their Social Security Card for the completion of the E-verify process of the Form I-9. It is the hiring department's responsibility to obtain the Social Security Number within 90 days of the employee's hire date. After 90 days, the employee is subject to termination of employment.

Legal Name Change

All employees must provide a U.S. Social Security Administration Card or receipt to the hiring department HR Liaison to update in Guardian. The HR Liaison confirms the name and notifies the I-9 Partner to create an I-9 Section 3, Name Change Only. Once the I-9 Partner has completed the Section 3 with the updated information, the I-9 Partner will approve the new legal name in Workday.

International Employees

If an international employee completes an I-9 and is not able to provide a Social Security Number at the time of completion, the employee is able to complete the I-9 as long as other required documentation (F-1, J-1, H-1, etc.) is provided. Hiring departments should confirm after acceptance of offer that employee has [checked in with ISS](#). F-1 students with an I-20 issued from Texas A&M University must receive [SSN letter from ISS](#) BEFORE the student will be eligible to work.

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Workday 32 is Here!

The following features were automatically delivered by Workday:

- *Payroll*
 - **Retro Pay Processing** – retro reports updated by replacing the No Retro Processing Prior To (NRPPT) column with a new NRPPT Date (Before Calculation) and a new NRPPT Date (After Calculation) column
 - **New Payroll Register** options include the ability to export to Excel and display negative values on your PDFs in black, making register reports easier to use
 - **Payroll Reports** – a column for the employee ID is being added to the Earning/Deduction Payroll Results for Organization and Pay Calculation Results for Organization, Workers and Period reports
- *Recruiting*

- **Job Requisition Workspace** – Recruiting Coordinators, Managers and Recruiting Partners are now able to manage candidates on their job requisitions from one place; search ‘job requisition workspace’
- **Viewed Job Applications on Candidate Lists** – applications that you have not viewed are now indicated, with bold text and a blue dot, in the Candidate column
- **Mass Actions on Candidates** – selected candidates can be grouped together when moving forward or declining; these selected candidates will be displayed on individual rows allowing you to move them to different stages, if needed
- **Duplicate Candidate Merging** – you are now able to merge candidate and pre-hire records at any stage of the job application process
- **Candidate Pipeline on Job Requisitions** – Recruiting Coordinators, Manager and Recruiting Partners can now see an overview of candidate activity across all stages on a job requisition and filter by each process
- *Safety Incident Tracking*
 - **Report Safety Incident** – now available on mobile devices
- *User Interface*
 - **Inbox Filters** – you now have the option to select a default filter for your Inbox on Workflow Preferences; that filter will be applied to your Inbox every time you sign in

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Reference Checking Survey

Talent Management in the Division of Human Resources & Organizational Effectiveness is reviewing current processes to check references as part of the recruiting and hiring process. Our hope is to implement best practices that will improve selection processes, reduce time to hire and financial costs.

We need your feedback to gather relevant information regarding this essential step in the recruiting process. Please complete the [Reference Checking Survey](#) no later than Wednesday, March 13 to share your department’s practices.

For questions regarding the survey, please contact [Scott Bauer](#).

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Recruiting/Hiring

Job Requisition Workspace is a new feature in Workday 32 that allows a higher level view of job requisitions in your supervisory organizations. To access it, type *Workspace* in the Global Search Bar (GSB) and click on Job Requisition Workspace. When run the first time, the report will most likely be blank. On the top right corner you will see a filter item labeled “Owned by Me”. Click the “x” to remove it from the filter and the job requisitions you have access to see will be visible.

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Performance Management

If you haven’t already, all staff should enter their goals for the current performance review period (4/1/2018 – 3/31/2019) before 3/31/2019 and managers should approve those goals in order for them to appear on the performance review when launched on 4/1/2019.

Reporting relationships should also be reviewed to ensure the employee’s performance review goes to the correct manager.

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Updates to Position Descriptions

Updates for staff positions should be completed online using Workday, by initiating an [Edit Position Restrictions](#). When submitting an update to a staff position description, please remember to use the [Workday Position Description Template](#) which can be found on the HROE website under Compensation - Job Changes. This format is specifically designed to aid in reading and understanding the different parts of a Texas A&M position description and will ensure faster analysis by HROE Classification and Compensation.

Position Description Update Tips:

- Updates can be done at any time of the year, but usually are completed prior to or during the annual performance evaluation period, or prior to creating a posting.
- We recommend the Edit Position Restrictions be initiated by the HR Liaison in the department to ensure proper routing in Workday. For an update not involving a title change, the reason that should be selected is "Update."
- For recommended practices, please visit [Updating Position Descriptions – Recommended Practices](#).

If you have any questions regarding Position Description updates in Workday, please contact Classification and Compensation at 979.845.4170 or hrcomp@tamu.edu.

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Workday Training Changes and Update – Week of March 7

Workday Training changes have been posted online. This week's updates include Absence Management, Compensation, Payroll and Staffing. Training changes include updated Job Aids regarding Contract Contingent Worker and Convert to Employee, a quick reference guide for Summer Appointments and Holiday Paid Time Off, New eLearning. Full details about these updates are found on the [Workday Weekly Updates webpage](#).

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PAYROLL

New Earning Codes Added to Request One-Time Payment Business Process

Two new earning codes have been added under the reason Supplemental > Other One-Time Payment – All Plans choice. They are:

Distance Education / Remote Education

(this earning code is to be used for those involved in Distance / Remote Education vs. traditional classroom, academic credit and transcribed)

Relocation Allowance – Gross-Up

(this earning will calculate the gross amount and pay the employee taxes ensuring that the net pay is the amount that was stated to the employee)

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WELLNESS WORKS!

Please share the following information with employees in your department.

Wellness Happenings for March

Check out the *WELLNESS WORKS!* monthly newsletter [here!](#) This newsletter includes a variety of wellness topics and event registration information including:



News/Announcements:

- Are you getting enough sleep? Check out this [sleep toolkit](#)
- [Deer Oaks EAP](#) Employee Enhancement [Newsletter](#)
- **NEW!** Spring [parenting resources](#)
- [H-E-B Nutrition Services](#) for A&M Care Health Plan Employees
- New A&M Care Plan [Wellness Premium Incentive](#) Requirements
- **Spring Break Fitness Session Schedule**
Due to Spring Break, *WELLNESS WORKS!* will offer a modified fitness schedule from Monday, March 11 through Friday, March 15. Visit our [Fitness Schedule](#) for detailed class information.

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Upcoming Events:

- **FREE Financial Counseling on Campus**
Additional information including RSVP available [here](#).
- **The 4 M's of Ergonomics: A Practical Approach to Ergonomics at Work, Home & During Leisure**
Presented by the Texas A&M Ergonomic Center and Ergogenesis Workplace Solutions
Thursday, March 21 | 9:00am – 10:30am | General Services Complex 101A
Must [register in TrainTraQ](#) to attend.
- **3D Mobile Mammography Screenings**
Presented by Assured Imaging Women's Wellness
Wednesday, April 3 & Thursday, April 4 | 8:00am – 5:00pm | General Services Complex Lot 88
WELLNESS WORKS! has partnered with Assured Imaging Women's Wellness to host an on-campus, [digital mammogram screening](#) - no referral necessary. Most major insurance accepted, including Blue Cross Blue

Shield of Texas. To schedule an appointment, [visit online](#) or call (888) 233-6121. For questions about the screening, please call (888)233-6121. **Parking is available in Lot 88 with any valid A&M parking permit.*

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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/liasons

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