



HR LIAISON NETWORK NEWS

March 16, 2020 | Share the following information within your departments as appropriate.

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PAYROLL REMINDERS

March 17:

- Monthly **Retro** Business Process Approvals due at 5:00pm (***moved from the 18th***)

March 18:

- Monthly Pay Calculation Results Report available at 12:00pm

March 19:

- Monthly Pay Calculation Results Report refreshed at 10:00am
- #20-15 **Retro** Timesheets and Workday Retro BP Approvals due at 5:00pm

March 20:

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

March 23:

- Monthly Pay Calculation Results Report refreshed at 10:00am
- Monthly PPRs & Lump Sum Payouts due at 11:00am
- #20-15 Current Timesheets, Workday BP Approvals, Lump Sum Payouts & PPRs due at 11:00am
- #20-15 Pay Calculation Results Report available at 12:00pm

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

Employment-Related Information Concerning the Coronavirus (COVID-19)

Please visit our updated COVID-19 website with NEW FAQs and a campus message from the Vice President of HROE. <https://employees.tamu.edu/covid-19>. As circumstances surrounding COVID-19 evolve, we will update the FAQs accordingly. Please refer back to this website for updated information.

FAQ topics include:

- Telecommuting & Alternative Work Location
- Faculty and Staff Employees Who Traveled to High Risk Countries
- Working Hours, Time Off & Leaves
 - for Student Employees including Graduate Assistants, and
 - for Benefits-Eligible Faculty and Staff - (includes Childcare FAQs)
- New Employees and Onboarding
- Employee Training and Events
- Employee Resources & Questions

HR Liaisons are asked to familiarize themselves with the employment-related FAQs posted on this website. As a reminder, all employment-related questions concerning the coronavirus, including the use of AWL duty or any type of leave, should be emailed to benefits@tamu.edu.

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HROE Face-to-Face Classes/Meetings Cancelled & No Walk-ins

In effort to limit person-to-person contact, all HROE face-to-face trainings, workshops, and meetings are canceled through March 27 due to COVID-19 concerns (trainings will be moved to a virtual format). In the event an individual needs to meet with staff in HROE, we will do our best to accommodate meetings by appointment only, no walk-ins please. Meetings will be arranged via Zoom as much as possible. If an individual is not able to meet via Zoom, alternate arrangements will be made. [Contact HROE via email here.](#)

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Performance Reviews

The annual performance review period for non-faculty employees will begin April 1st. A campus-wide announcement was sent from Dr. Risinger on Tuesday, March 3. In preparation for the start of the performance review period, HR Liaisons should do the following:

1. Run the Performance Review Process (All) report in Workday to identify in-progress performance reviews. Ensure in-progress reviews are completed or email hrevaluations@tamu.edu to cancel.
2. Ensure position descriptions are updated to feed correctly into the annual review document.
3. Remind employees and supervisors that goals must be entered and approved in Workday by March 31, 2020.
4. Attend a Performance Review Awareness session.

Learn more about and Register for the Awareness sessions via:

1. Click [Here](#).
2. Click Performance Management.
3. Click Workday Awareness Session: Performance Review.

If you have any questions or need assistance, contact hrevaluations@tamu.edu.

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Working Hours Reminder

A non-exempt employee may not volunteer to do their job and they must report hours in Workday or their time tracking system. It is the employer's responsibility to establish working hours for their employees. This means the supervisor can adjust a non-exempt employee's working hours to avoid paying overtime work, but it must be done in the same workweek. The TAMU workweek runs from Sunday to Saturday. If an employee works over 40 hours in week 1, they are owed overtime. The supervisor cannot adjust the employee's hours on week 2 to bypass overtime owed. Overtime must be approved in advance by the supervisor. FLSA regulations stipulate that you must pay non-exempt employees overtime pay even if the overtime was not pre-approved. It is important to closely watch an hourly employee's attendance.

If you have any questions, please contact Human Resources Classification and Compensation by email at hrcomp@tamu.edu or by phone at 979.845.4170 or hschr@tamu.edu for Health Science Center departments. Resources on Working Hours may be found on the [Time Tracking, Overtime, and Payroll Resource](#) and the [FLSA FAQ's](#).
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Workday Services Education and Training: April 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.

Workday Wednesday: Summer Appointments and Insurance

Description: During this webinar we will review best practices for extending appointments of Faculty and Graduate Assistants into the summer semester and the impacts on insurance coverage. Guidance will be provide on best practices for staffing and compensation as well as collaboration between Human Resources, Benefits and Payroll offices.

Target Audience: HR Partner, HR Contact, Benefits Partner, Payroll Partner and Graduate Studies Partner.

Presenter: DeAnna White, Workday Services – Core HR & Meredith Fox, Workday Services - Benefits

Date: April 1, 2020

Time: 10:30am to 11:30am

Link to Meeting: [HERE](#)

Password: Workday

Dial in Audio: 1.415.655.0003

Access Code: 929 495 773

Workday Wednesday: Goals and Performance

Description: Performance reviews and goal setting typically begin early spring. During this session we will discuss best practices and outline important concepts that help provide a smooth process for reviewing employees and setting goals for the upcoming year.

Target Audience: Talent Partner and Talent Analyst

Presenter: James Ross, Workday Services – Goals and Performance

Date: April 8, 2020

Time: 10:30am to 11:00am

Link to Meeting: [HERE](#)

Password: Workday

Dial in Audio: 1.415.655.0003

Access Code: 929 293 554

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Employment of Relatives (Nepotism)

SAP 07.05.99.M0.01 requires employees (faculty and staff) of Texas A&M University, including the branch campuses in Galveston and Qatar, and The Health Science Center, to complete the Disclosure of Employment of Relatives Form if they have a relative working in TAMU, HSC, or a branch campus.

A Laserfiche process allows employees to submit their form which automatically routes to their HR Liaison. If you are the designated HR Liaison to process forms for your department, please login to your [Laserfiche Inbox](#) (using Chrome or IE), assign the Form to yourself and process the form. Guidelines for processing the Form can be found [here](#). Your immediate attention is required to complete these Forms in a timely manner for the employees you support. Please address questions to HRDataAnalytics@tamu.edu.

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Reminder: New Form I-9

On January 31, 2020, the U.S. Citizenship and Immigration Services (USCIS) published a new version of the Form I-9. The LawLogix team is actively working on implementing the latest version in Guardian and will make it

available as part of the **March 17, 2020**, production release. All 'in-flight' electronic I-9 records that remain unsigned will be updated to the latest form version following the March 17th release.

If completing Form I-9 on paper LawLogix recommends we continue to use the 07/17/17 N version until the newest version is available in Guardian. While there are no substantive changes to the form, there are a few differences with the newer version.

Please see more information about these updates on our Employment Eligibility website. Please email any questions to UIN-I9@tamu.edu or call 979.458.6703.

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Completing Form I-9

USCIS, who oversees the Employment Authorization process, has not issued any modifications to their current process for completing Form I-9. Original documents must still be presented in person and inspected by the I-9 processor. Webcam inspection of documents is not permitted.

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Glassdoor Reviews

Looking for something to do as you telework? How about providing a review for Texas A&M University on Glassdoor! We live in a world where online reviews influence the decisions we make. Just like making a purchase, online employer reviews matter in our choice of employers. The university is known around the world for the impact of its graduates and faculty; all made possible by the tireless efforts of thousands of staff and student workers.

For the past year, we have been working with Glassdoor to raise awareness of the A&M brand. These efforts have resulted in more visibility for the university as well as our open positions, but we need your help. Please take a few minutes right now to visit the [TAMU Glassdoor home page](#), navigate to the bottom of the page and start your review. Thank you!

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Workday Training Changes and Update

Workday Training changes have been posted online. This week's updates include *Add a Surviving Dependent*, *Add Retiree Status*, *Ready to Retire* and much more. Full details about these updates are found on the [Workday Weekly Updates webpage](#).

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PAYROLL SERVICES

Recent Website Updates and Additions

Payroll Services website was recently updated as follows; please make sure managers are made aware of the availability of the Review Time instructions:

[Payroll Processing Calendars](#)

March 2020 (*updated*)

[Workday Tools; Report Verification Section](#)

Pay Calculation Results for a Period (*updated*)

Review Time (*NEW*)

Time Summary Review (*NEW*)

Missing Costing Allocation (*NEW*)

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Prior Timesheet Corrections

Employees can go back up to 3 prior pay periods to make positive and/or negative timesheet adjustments. They should resubmit corrected timesheets to their manager for approval by the deadline to avoid over or under payments. **Note:** timesheets with corrections have an earlier submission deadline than current period timesheets. The earlier deadline is to ensure prior corrections will pull into the current period with the Workday Retro process.

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EMPLOYEE WELLNESS

Please share the following information with employees in your department.

Flourish Events

March 16 – March 20

Flourish has cancelled all of its events the week of March 16-20 while campus navigates changes to how we all work together in the coming weeks in response to COVID19. As the situation evolves, additional changes will be made to programming as necessary. The most updated information is available to you on our mobile app. To learn more about Flourish programming or events, download the mobile app by searching "FlourishTAMU" in the App Store and on Google Play or [click here](#).

We welcome ideas on ways to support you as you navigate wellness and community from home. Stay up to date with the latest news at tx.ag/COVID19.

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ANNOUNCEMENTS

Please share the following information with employees in your department.

A Message from Provost Fierke: Student Worker Guidance

The university has received questions from student workers, especially those needing to work to cover expenses. Student workers are permitted to work in person on campus provided that the department for which they work implements appropriate social distancing requirements and other safety measures. We recommend that departments be creative in identifying mechanisms to allow student workers to work remotely with the provision that appropriate duties can be assigned and that the department has mechanisms in place to monitor that work. Student workers should contact their supervisor regarding their ability to work. Students feeling ill should not come to work and should self-monitor and seek medical care if needed. Students not ill and not wishing to work in person will not be required to do so and will continue to be paid only if remote work is a possibility per above and approved by their supervisor. If students are unable to work in person or remotely, the student will not be paid. Departments are encouraged to provide as much flexibility regarding duties as feasible.

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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/liaisons

View the
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