



HR LIAISON NETWORK NEWS

March 23, 2020 | Share the following information within your departments as appropriate.

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PAYROLL REMINDERS

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

March 24:

- Monthly Pay Calculation Results Report refreshed at 10:00am
- #20-15 Pay Calculation Results Report refreshed at 10:00am
- #20-15 Timesheets Locked; only Timekeepers can update
- Run Timekeeper Reports
- Current Monthly BP Approvals due at 5:00pm

March 25:

- Monthly Pay Calculation Results Report refreshed at 10:00am
- #20-15 BW Final Pay Calculation Results
- Report available at 2:00pm

March 26:

- Monthly Final Pay Calculation Results Report available at 2:00pm

March 27:

- #20-15 Biweekly Pay Day

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

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

UPDATED March 23: 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:

- NEW - Standard Protocols For Faculty, Staff Concerning the Coronavirus
- 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
- HROE Employee Training and Events
- Employee Training and Events
- NEW - Non-Faculty (Staff) Performance Reviews
- Employee Resources & Questions
- NEW - University Business Meetings and Events

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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Performance Review Period Changes

The annual performance review period for non-faculty employees will begin as scheduled on April 1st. However, due to the disruptions caused by Covid-19, the Performance Review Period will be extended one month to end June 30th (versus May 31).

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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Organization Development Programs and Events

In response to Covid-19, upcoming programs and events offered by HROE Organization Development have been moved to a later date with some converted to remote delivery via Zoom. We have communicated with participants accordingly. Check out [our schedule](#) for more information. If you have any questions or need assistance, contact orgdev@tamu.edu.

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Financial Wellness Resources Regarding Current Stock Market Volatility

Please take time to review the following educational information related to the current stock market volatility. These resources are available to all employees and retirees.

- **TIAA webinar “Global Lookout: When is it safe to come out”**
Wednesday, March 25 from 1:00 – 2:00pm, regarding the current market volatility.
[Register here](#) with guest access.
- **[AIG: Emotions and Your Money](#)**
Presentation about five potentially costly mistakes and how to avoid them.
- **[Voya Learn - Live and On-demand Sessions](#)**
View sessions or search resources on budgeting, financial wellness, planning for retirement, investing as well as protection. Live sessions are provided in English and in Spanish.
- **[Voya Retirement Seminar Library](#)**
The library for: getting started, staying on track, preparing to retire and life events.
- **[Voya Blog - Shook up by market volatility?](#)**
Offers informational content to help an individual resist the urge to react to market volatility.

For other financial resources from Lincoln Financial, TIAA, AIG/VALIC, and TRS, visit our website at <https://employees.tamu.edu/benefits/healthy-behaviors/financial-counseling>. Note that the on-campus financial counseling sessions are temporarily suspending until further notice.

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Guardian and Xref Training

If you have not taken Guardian/Form I-9 training in the last two years, now is a great time to get caught up on your training. Please register using the list of available sessions on our [website](#).

New sessions for Xref training are now available. Click [here](#) for more information about Xref and for the link to training in TrainTraQ. Please email questions to jobs@tamu.edu with Xref in the subject line.

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Completing Form I-9

The U.S. Citizenship and Immigration Services (USCIS) who oversees the Employment Authorization process has issued guidance for modifications to their current process for completing Form I-9 remotely. Unfortunately those modifications do not apply to A&M because we have people on site that are able to complete a Form I-9. If you have a new employee starting work, original documents must still be presented in person and inspected by the I-9 processor. Webcam inspection of documents is not permitted. Please discuss all new hire onboarding with your manager if you have any concerns.

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Requesting a Remote Section 1 for Form I-9

If a hire cannot be delayed, to minimize physical contact with employees while completing Form I-9, we recommend starting section 1 remotely. The employee will complete Section 1 prior to meeting with you to complete Section 2 of Form I-9. To start a remote Section 1 for the employee, please email the following information to UIN-I9@tamu.edu:

1. Employee name and UIN
2. Email
3. Hire Date
4. Pay Sequence

HROE will send the employee instructions to complete Section 1, and once completed, you will have access to complete Section 2 in Guardian. Please remember the Section 2 documents must be inspected in person.

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Making New Offers of Employment

As you know, the A&M campus in College Station is still open and employees are allowed to be on campus in their work areas as determined by their management. In-person meetings with off-campus individuals is not permitted, however, a newly hired employee reporting for work on their hire date is not considered an off-campus individual.

Therefore, if departments you support are making a business decision to continue the recruiting and selection process by making offers of employment with start dates in the next few weeks, we are encouraging a [thoughtful approach](#) when making that decision. Would a delay in filling the position cause harm to the operations of the department in light of the current working conditions? If so, is everything in place for that new employee to be fully onboarded and orientated in a way that allows them to become a productive member of the team? If there is no

immediate harm and the employee cannot be fully onboarded, then delaying the offer is recommended. Please see the [FAQs](#) and scroll down to the New Employees and Onboarding section more information.

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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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Workday Training Changes and Update

Workday Training changes have been posted online. This week's updates include *Death of Dependent, Correct, Cancel and Rescind*. Full details about these updates are found on the [Workday Weekly Updates webpage](#).

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Glassdoor Reviews – Don't Forget

Providing your review really does help Texas A&M to rise above others in the online world of recruiting. 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 [A&M Glassdoor home page](#), navigate to the bottom of the page and start your review. Thank you!

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PAYROLL SERVICES

Payroll Checks To Be Mailed, No In-Person Pickup

In an effort to minimize individual contact and help reduce the spread of COVID-19, Payroll is suspending individual employee check pickup. All employees on individual check pickup will have their pay checks mailed to them. This is only temporary and it will help ensure the well-being of all Texas A&M employees. Please notify all of your employees of this change as it will go into effect with the 3/27/2020 biweekly pay date. Employees can also enroll in direct deposit to prevent their check from being mailed. To enroll in direct deposit please follow the attached instructions. Please have your employees verify their mailing address is correct in Workday as this is where their check will be mailed.

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Extra Deadline Notes

1. Currently, Payroll deadlines remain unchanged.
 - a. If deadlines are missed, the employee will be paid on their next available biweekly or monthly payday.
 - b. With the COVID-19 changes to A&M faculty & staff working schedules and AWL, Payroll has a limited physical presence in the office. Off-Cycle payment requests will be limited to extraordinary cases during this period.
2. It is critical for managers to have delegates established for time-sheet approval. Timekeepers should closely monitor Time Summary Review reports and assist managers & delegates with unsubmitted time-sheets and/or enter time or time-off on behalf of employees by established deadlines
3. Direct Deposit is recommended – Now is a good time to encourage employees receiving paper paychecks to set-up direct deposit payment elections within Workday.

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Time Summary Review Report Updated

Workday Support has updated the Time Summary Review report with additional columns:

- Time Blocks with Comment
- Unsubmitted Time Blocks
- Worker's Email
- Primary Position Manager's Email
- Time Off Hours was separated into Approved Time Off Hours including Holiday and Pending Time Off Hours

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Recent Website Addition

Payroll Services website was recently updated as follows:

[Workday Tools; Report Verification Section](#)

Other Valuable Reports (*New*)

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EMPLOYEE WELLNESS

Please share the following information with employees in your department.

Flourish Events

What a year this week has been. We are excited to announce that Flourish is going remote for the rest of the semester.

- [Coffee Chats](#) | 3/23, 3/25, & 3/27 | 2:00pm – 2:45pm
- [Sunrise Stretch and Destress](#) | 3/24 & 3/36 | 6:30am – 7:00am
- [Healthy Family Friendly Snacks](#) | 3/24 | 11:30am – 12:00pm
- [Pilates](#) | 3/25 | 11:45am – 12:30am
- [Cooking with Friends: Grill Master](#) | 3/26 | 5:30pm – 6:30pm

If you are in the habit of checking our calendar regularly, please turn to our social media channels of [Facebook](#), [Twitter](#), and [Instagram](#), as we populate it with new programs, fitness classes, and ways to support and connect with one another.

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ANNOUNCEMENTS

Please share the following information with employees in your department.

2020 President's Meritorious Service Awards

Due to the fluid and ever-changing circumstances within our community due to the coronavirus, we will be postponing the President's Meritorious Service Awards ceremony originally scheduled for April 22. At this time, we are still working on the process to identify award winners. More information coming soon.

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May 2 Last Day To Pay From Spring Work Study Funds

Student employees may not earn Spring work study funds past May 2nd. All earnings after May 2nd must be paid from your departmental funds unless the student is eligible for summer work study funding. To be considered for summer work study, a student must be:

- Enrolled half-time in the summer semester at A&M in courses that count toward their course program of study.
- Eligible for summer work study funding.

Please contact workstudy@tamu.edu if you have students enrolled in summer classes who will need to be awarded work study funds. If you have further questions, please contact the Student Employment Office at workstudy@tamu.edu or call 979.845.0686.

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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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