



HR LIAISON NETWORK NEWS

March 30, 2020 | Share the following information within your departments as appropriate.

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HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

New Hiring Authorization Process

On March 26, 2020, President Young announced a new hiring authorization process requiring his approval for all recruiting, selection, and hiring activities for the foreseeable future. [The message is available online.](#) Information regarding this process can be found by accessing the links below.

Note for HSC Departments: This specific process does not apply to HSC personnel. All HSC departments should continue to work directly with HSC HR at hschr@tamu.edu for hiring authorizations.

- [Non-Faculty Hiring Authorization Request Instructions and Form](#)
- [Frequently Asked Questions](#) (FAQs)
 - Questions not addressed in the FAQs may be emailed to jobs@tamu.edu for TAMU or hschr@tamu.edu for Health Science Center departments.

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Benefits Updates Relating to COVID-19

The following updates have been provided by the System Benefits Administration office and will be posted on the employees.tamu.edu website this week.

PAYROLL REMINDERS

April 1:

- Monthly Pay Day

April 2:

- #20-16 **Retro** Timesheets and Workday Retro BP Approvals due at 5pm

April 6:

- #20-16 Current Timesheets, Workday BP Approvals, Lump Sum Payouts & PPRs due at 11am
- #20-16 Pay Calculation Results Report available at 12pm

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

- The deadline for completing the Two-Step Wellness Incentive Program in *MyEvive* has been extended from June 30, 2020 to **August 31, 2020**. For more information on the Wellness Incentive Plan, see the [System Benefits Administration](#) website.
- Effective March 16, A&M Care health plan members, as well as those on the student insurance and graduate student employee plan, can receive telemedicine services from their network physicians for medically necessary, covered medical and behavioral health services for a \$0 copay through April 30. The claim must indicate services were provided via telemedicine/telehealth to qualify.
- As of March 16, all co-payments, co-insurance, and deductibles for COVID-19 **testing** consistent with the guidance issued by the Centers for Disease Control and Prevention (CDC) have been waived by all A&M System health plans, until further notice.
- Due to the closing of day cares and employers directing employees to work from home, employees are eligible to reduce their dependent day care flexible spending account contributions through a Life Event Benefit Change. They will be able to change their deductions again when they return to work, as it will still be considered a Life Event.

If you have any questions, please email benefits@tamu.edu.

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Summer Premium Deadlines

All employees who are not in 12/9 but that are in appointments of 4.5, 9, 9.5, 10, 10.5 or 11 months will DEFAULT to “4 months in May” for their summer premiums.

- The custom IDs will be loaded this week (April 1) and set to “P” as the default with this assumption
- If the employee plans to work ALL summer, the custom ID must be changed to “D” to have summer deductions taken through payroll
 - Deadline to correct prior to letter to employee: April 15
 - Deadline for Bi-Weekly payroll employees: April 30
 - Deadline for Monthly payroll employees: May 13

Benefit Services will be scheduling informational Zoom meetings this week. Workday Services is also hosting a webinar this Wednesday, April 1 from 10:30 am to 11:30 am (details in item below).

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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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Essential Personnel Documentation for Jurisdictions Under Shelter in Place of Residence Orders

We have learned that law enforcement in some jurisdictions may pull over persons traveling on the road and question them about the purpose of their travel, in some cases asking the traveler to provide documentation that he/she is in fact in route to an essential job.

Attached is a letter that managers and/or department heads may provide to those employees who have been designated as essential personnel. This letter should be helpful if your employees are questioned by law enforcement about the purpose of their travel.

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Experiencing Emotional Challenges (such as anxiety) Due to the Coronavirus Outbreak

The outbreak of coronavirus disease 2019 (COVID-19), has been stressful for many people and communities. Fear and anxiety about a disease can be overwhelming and cause a host of emotional responses. [Counseling & Psychological Services has compiled a page with ways to care for your mental health](#) during these experiences and provides resources for more help. It also describes feelings and thoughts you may have during and after social distancing and/or self-isolation.

- Employees should contact their physician and/or [Work/Life Solutions Program by GuidanceResources®](#). Work/Life Solutions employee assistance program offers a variety of services including consultations with clinicians for anxiety, depression, stress, grief, loss, life adjustments, relationship challenges, marital conflicts, etc.. Additional information about Work/Life Solutions Program by GuidanceResources® available at <https://employees.tamu.edu/eap/>.
- Other resources:
 - [Emergency Resources](#)
 - [Counseling & Psychological Services COVID-19 Resources Page](#)
 - [CDC Guidance on Managing Anxiety & Stress during COVID-19](#)

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

We are continuously updating our [employment-related FAQs](#) as new or different information is made available to HROE. It is vital that HR Liaisons consult these FAQs frequently to ensure that they are providing the most up-to-date information to their customers.

FAQ Topics:

- [Brazos County Shelter in Place Orders](#)
- [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, & Benefits
 - [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](#)
- [Non-Faculty \(Staff\) Performance Reviews](#)
- [Employee Resources & Questions](#)
- [University Business Meetings and Events](#)

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

The annual Performance Review process for staff (non-faculty) employees at Texas A&M, including the Health Science Center (HSC), will begin Wednesday, April 1, 2020 for the review period 4/1/2019 through 3/31/2020. Please ensure all managers and staff check their [Workday](#) Inbox for items to complete.

Please visit the [Performance Review Process](#) webpage for an overview of the process, timeline, Workday job guides, and other resources. There are also several courses including Workday demonstrations and best practices for employees and supervisors, delivered via Zoom. Check out the [delivery schedule](#) (using Chrome or Firefox browsers), then scroll to and click Performance Management to view course descriptions and enroll in a session.

Please email questions to HRevaluations@tamu.edu.

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New Workday Mobile Features – Download Mobile App Again

The Workday 2020 R1 Preview held on February 27 featured new mobile updates related to Time, Absence and Payroll. Please be aware that *current mobile users are required to download the Workday mobile app again* to activate these new features. Workday Services will be sending out a communication this week regarding this new mobile app information as well as reminding Workday users of educational resources available on [Workday Help](#).

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Workday Training Changes and Update

Workday Training changes have been posted online. This week's updates include resources related to Merit. Full details about these updates are found on the [Workday Weekly Updates webpage](#).

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Requesting a Remote Section 1 for Form I-9

The modifications for completing Form I-9 recently announced by the U.S. Citizenship and Immigration Services (USCIS) do not apply to TAMU because we have people onsite 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.

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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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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PAYROLL SERVICES

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 TAMU faculty & staff working schedules and AWL, Payroll Services 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 timesheet approval. Timekeepers should closely monitor Time Summary Review reports and assist managers and delegates with unsubmitted timesheets 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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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 paychecks 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 went into effect with the 3/27/2020 biweekly pay date. If the employee's check does not print with an address, it will be sent to their department for disbursement. Please make arrangements with your employee(s) to either pickup their check or obtain a valid mailing address and mail it to them. Please have your employee(s) update their mailing address in Workday to prevent this in the future or enroll in direct deposit. Do not send any checks back to Payroll Services.

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Enroll in Direct Deposit

We encourage all employees to enroll in direct deposit. This will help ensure your employees' well-being along with all other individuals that they might come into contact when going to the bank to deposit their check. Direct deposit is more efficient and a cost savings, but it's also more convenient for everyone.

Here are detailed instructions on how to enroll in direct deposit from your home screen within Workday:

1. Click the Pay Application
2. Select Payment Elections
3. Click Add
4. In the Account Information section add the following:
 - a. Account Nickname. Workday Services recommends you use this to distinguish between accounts
 - b. Routing Transit Number. This is a 9 digit number found on a check, deposit slip or in your banking information online
 - c. Bank Name. This is the name of your Bank (e.g. Bank of America)
 - d. Account Type. Select Checking or Savings
 - e. Account Number. This is located on a check, deposit slip or in your banking information online
5. Click OK

The bank account now appears in the Accounts section and is automatically linked to your direct deposit under the Payment Elections section.

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EMPLOYEE WELLNESS

Please share the following information with employees in your department.

Flourish Events

Flourish is now remote! Follow us on [Facebook](#), [Twitter](#), and [Instagram](#) for the latest content and information involving programming and Flourish updates!

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ANNOUNCEMENTS

Please share the following information with employees in your department.

Spring 2020 Student Employee and Supervisor Workshops

Sent on behalf of the Student Employment Office

As a response to COVID-19, the Student Employment Office is moving to a virtual format for the remainder of our Spring 2020 student employee and supervisor workshops. All workshops will be hosted via Zoom, and registration

can be completed at <http://ers.tamu.edu/default.aspx?department=SEO>. Click on the event link to view a brief description. To register, please click on the “Login Here” link, enter your Net ID and Password, and click the “Complete Registration” button. All who register will receive an email with the Zoom Meeting link the day before the scheduled workshop. Don’t hesitate to take advantage of these FREE training opportunities for you.

Workshops:

Student Employee Workshops

- March 31, 3:00 pm – 4:00 pm – **Finding A Balance**
- April 21, 2:30 pm – 3:30 pm – **Workplace Etiquette**
- April 23, 2:30 pm – 3:30 pm – **Managing Anger & Conflict in the Workplace**
- April 29, 9:30 am – 10:30 am – **Preventing Sexual Harassment**

Supervisor Workshops

- April 9, 3:00 pm – 4:30 pm – **Student Employment Rules, Regulations, & Best Practices**
- April 15, 10:30 am – 12:00 pm – **Writing Effective Position Descriptions**

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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

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