



HR LIAISON NETWORK NEWS

March 4, 2019 | Share the following information within your departments as appropriate.

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

[HR Liaison Network Spring Meeting Presentations](#)

[A&M Employee Exit Survey Deactivated](#)

[ADA Accommodations Request Packet](#)

[Get Ready for Staff Appreciation Week April 22-27](#)

[How to Find HR Liaisons in Workday](#)

[New Employee Welcome \(TAMU NEW\) Session](#)

[Performance Management](#)

[Recruiting/Hiring](#)

[Reference Checking Survey](#)

[Training Compliance Reports for March](#)

PAYROLL

[Earlier Deadlines for Biweekly #19-14 & Estimated Hours](#)

WELLNESS WORKS!

[News/Announcements](#)

[Upcoming Events](#)

PAYROLL REMINDERS

March 6:

- #19-14 **RETRO** Timesheets & Workday Retro BP Approvals due at 5pm

March 8:

- #19-14 Current Timesheets, Workday BP Approvals, Lump Sum Payouts & Supplements due at 11am
- #19-14 Pay Calculation Results Report Available at 12pm

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

[Processing Schedules](#)

[Payroll Reports](#)

[Payroll Processing Calendar Key](#)

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

HR Liaison Network Spring Meeting Presentations Available Online

All the presentations from the HR Liaison Network Spring Meeting can be found on our website [HERE](#). Information regarding the upcoming HR Liaison Training Conference will be sent out in a Special LNN this week. Be on the lookout for this email.

[Top](#)

A&M Employee Exit Survey Deactivated

In an effort to refine the employee exit process, effective immediately, the link to the Employee Exit Survey and the Employee Exit Checklist have been removed from the HROE website. In consultation with the Texas A&M System Office of General Counsel, we have confirmed that higher education institutions are exempt from the exit survey requirement as per [Texas Government Code, Section 651.007](#). As a best practice, departments should continue to conduct internal exit interviews in a consistent manner. Exit interviews can offer a deeper look into your workplace culture and employee morale, as well as, provide insight into day-to-day processes and drive management solutions.

HROE will be working on revamping the employee exit survey to ensure that we are collecting meaningful and actionable data. As soon as we have more information about the new employee exit survey, we will provide additional instructions. Note that we are also updating the employee exit checklist and will make it available on our website in the coming weeks.

If you have any questions about the employee exit process, please contact HROE Organizational Consulting & Resolution Management at ocrm@tamu.edu.

[Top](#)

ADA Accommodations Request Packet

During last week's HR Liaison Network Meeting, Jennifer Smith, Associate Vice President & Title IX Officer, provided an informative presentation titled, "*Americans with Disabilities Act (ADA) for HR Liaisons*." In her presentation, she made reference to an ADA accommodations request packet which HR Liaisons should provide to any employee with an ADA request. Organizational Consulting & Resolution Management (OCRM) is in the process of finalizing the ADA packet and will upload it to the HROE website within the next couple of weeks. Until the packet is available online, please contact OCRM at either ocrm@tamu.edu or 979-862-4027 to consult with your Business Partner regarding the accommodations process and to obtain an ADA packet. If you missed this presentation, you may review the slide deck found [here](#).

[Top](#)

Get Ready for Staff Appreciation Week April 22-27

Staff Appreciation Week for 2019 is only a few weeks away! Mark your calendar to attend as many of these events as your schedule allows. Supervisors are encouraged to begin their planning efforts now to ensure sufficient office coverage during this week of events.

Remember to make plans in your respective units to host your own unit-specific event on Wednesday for Department Appreciation Day.

- Monday, April 22 - President's Meritorious Service Award Ceremony
- Tuesday, April 23 - Wellness Walk
- Wednesday, April 24 - Department Appreciation Day
- Thursday, April 25 - *Active for Life* Health & Wellness Conference
- Friday, April 26 - Community Discount Day
- Saturday, April 27 - Staff Photo Day

 **STAFF
APPRECIATION
WEEK 2019**

WE CAN'T DO WITHOUT YOU

Please [post a flyer](#) in your office. Look for more information about #SAW2019 events at staffappreciation.tamu.edu as details are finalized. RSVP information will be provided via email in early April.

[Top](#)

How to Find HR Liaisons in Workday

Employees who need assistance identifying their unit's HR Liaison can visit the HROE website at <https://employees.tamu.edu/> and click on "FIND YOUR HR REP/LIAISON". A brief description of each of the HR Liaison roles in Workday, along with instructions on how to find the individual(s) in each role, is available on our site. Information is also provided to help HR Liaisons identify other HR Liaisons across campus to assist with events affecting employees such as Dual Employment or One-Time Payment processes.

[Top](#)

New Employee Welcome (TAMU NEW) Session Wednesday, March 13 – Please Register by Friday, March 8

Please forward this information to all hiring supervisors and encourage them to register their new employees. The next session of *New Employee Welcome (TAMU NEW) Session* will be held Wednesday, March 13 from 9:30 a.m. to 2:00 p.m. (lunch included) in the General Services Complex. All employees welcome. Employees can register online at: <http://training.tamu.edu/schedule/#EmployeeOrientations>. If you would like to hold a seat for an incoming employee who is not yet on TrainTraQ, please call 979.845.4153.

[Top](#)

Performance Management

The annual performance review period for staff (non-faculty) employees will begin April 1, 2019. Before starting the process, we are hosting Workday Awareness Sessions: Performance Management starting March 14th so employees can learn more about what is consistent with last year's process, what has changed, the overall process, the timeline, and available training. This is a great opportunity to learn what to expect before the process starts. Sessions will be conducted both face to face (classroom setting) and via WebEx. [Register here for the Awareness Session](#). If you have any questions or need assistance, contact HRevaluations@tamu.edu.

All staff should ensure they have entered their goals for the current performance review period (4/1/2018 – 3/31/2019) before March 31, 2019 and managers have approved those goals in order for them to appear on the performance review when launched on April 1, 2019.

Reporting relationships (supervisory organizations) should also be reviewed to ensure the employee's performance review goes to the correct manager.

[Top](#)

Reference Checking Survey

Talent Management in HROE is reviewing current reference checking practices as part of the recruiting and hiring process. Our hope is to implement best practices that will improve selection processes as well as 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 [Carmen Garcia](#).

[Top](#)

Recruiting/Hiring

Onboarding – Please be sure to tell your hires (all hires/rehires/transfers/etc.) to refrain from making changes to their personal information before they have completed all their onboarding steps in their Workday Inbox. If changes are made outside of the Workday Inbox onboarding tasks, those changes could cause a conflict and not allow the normal onboarding tasks to take effect.

[Top](#)

Training Compliance Reports for March – As of March 1, 2019

Attached is the monthly Required Employee Training Assignments Report for System-required employee training. Please check TrainTraq for pending assignments for your department's employees. If you have questions, please contact pdinfo@tamu.edu.

Summary

- The total number of past due assignments increased 15.0% from 1863 to 2143.
- The total number of past due employees increased 2.8% from 917 to 943.
- The total number of past due Faculty employees decreased 8.4% from 296 to 271.
- The total number of past due Budgeted Staff employees decreased 4.6% from 153 to 146.
- The total number of past due Wage Staff employees decreased 7.0% from 201 to 187.
- The total number of past due Graduate Assistant employees decreased 6.1% from 33 to 31.
- The total number of past due Student Worker employees increased 31.6% from 234 to 308.

Required Employee Training Compliance Key Performance Measure

- Percentage of employees in M Workstation ADLOCs up-to-date or current on five required courses:
 - Creating a Discrimination-Free Workplace, EEO – 97.6%
 - Ethics – 97.6%
 - Information Security Awareness – 96.6%
 - Orientation to the A&M System – 98.5%
 - Reporting Fraud, Waste and Abuse – 98.3%
 - Required Training for Athletics Task Workers – 89.1%

[Top](#)

PAYROLL

Earlier Deadlines for Biweekly #19-14 & Estimated Hours

Due to the upcoming Spring Break Holiday on Friday, March 15th, **all deadlines associated with Biweekly #19-14 are earlier than normal:**

- **Wednesday, March 6:** #19-14 Retro Timesheets & Workday BP Approvals due at 5:00pm
- **Friday, March 8:** #19-14 Current Timesheets & Workday BP Approvals, Lump Sum Payouts & Supplements due at 11:00am
- **Monday, March 11:** #19-14 Timesheets Locked, only Timekeepers can update

Benefit-eligible biweekly paid employees without sufficient accrued time off, students, GANTS and temp/casual employees should not be allowed to estimate time. Missed hours & timesheet corrections can be added to a timesheet up to three prior pay periods back and submitted to the manager for approval and payment at a later date. Please notify your employees, managers and timekeepers of the earlier deadlines and plan accordingly.

[Top](#)

WELLNESS WORKS!

Please share the following information with employees in your department.

News/Announcements:

- New A&M Care Plan [Wellness Premium Incentive](#) Requirements
 - Check your wellness incentive status on [MyEvive](#) or download the [MyEvive App](#).
- **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.

[Top](#)

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 TrainTraj](#) to attend.

[Top](#)



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/liaisons

View the
[HR Liaison Network
News Archive Online](#)