



HR LIAISON NETWORK NEWS

May 11, 2020 | Share the following information within your departments as appropriate.

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PAYROLL REMINDERS

May 13:

- Monthly **Retro** Business Process Approvals due at 5:00pm

May 14:

- Monthly Pay Calculation Results Report available at 12:00pm
- #20-19 **Retro** Timesheets and Workday Retro BP Approvals due at 5:00pm

May 15:

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

May 18:

- Monthly Pay Calculation Results Report refreshed at 10:00am
- Monthly PPRs & Lump Sum Payouts due at 11:00am
- #20-19 Current Timesheets, Workday BP Approvals, Lump Sum Payouts & PPRs due at 11:00am
- #20-19 Pay Calculation Results Report available at 12:00pm

[Payroll Processing Calendar Key](#)
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HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

Important Deadline for Staff Equity Requests

Monday, June 1 is the deadline for submission of staff equity request memos to be guaranteed completion for Phase 2 budget. Completion of all required approvals, including HROE Compensation Review, will confirm the department's authority to include the compensation increase in the Workday merit process for FY2021.

For questions, contact HROE Classification and Compensation 979.845.4170 or hrcomp@tamu.edu or for HSC contact Kim Johnson at 979.436.9182 or hschr@tamu.edu.

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Student Status Positions and Placement in a Temporary/Casual Position

The Student Employment Office sent out an [End of Semester Reminders Memo](#) providing information on moving graduated students off of student title codes. Information on how to process this change in Workday may be found on the [Temporary/Casual Position Guidelines](#).

Special Note: Students who graduated in December 2019 and were placed in a temporary/casual position without posting the position are approaching the 4.5 months duration for that extended employment. If you still have former students in temporary/casual positions, please take appropriate action so that the duration does not exceed 4.5 months.

If you have any questions, please contact hrcomp@tamu.edu for Texas A&M or hschr@tamu.edu for HSC departments.

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Performance Review

As a reminder, the deadline to complete annual non-faculty performance reviews is June 30, 2020. The deadline was extended from the usual May 31st deadline in consideration of COVID-19 efforts. It is important to complete reviews by June 30th to enable the Merit process that follows in Workday.

A campus-wide communication will be sent mid-May to remind employees and managers of the deadline and steps.

In the meantime, here are the upcoming recommended dates to complete performance review steps in time for the June 30th deadline:

- May 22-June 4 – Manager discusses review with employee, which can be done via videoconference such as Zoom
- June 5-11 – Manager submits the review in Workday
- June 12-18 – Employee acknowledges the review in Workday
- June 19-30 – Manager acknowledges the review in Workday

Visit the [Performance Review Process](#) webpage for more information on the process and timeline. In addition the following performance review resources are available:

- Workday job guides, templates, and other resources on the [Performance Review Resources](#) webpage
- Courses continue to be available to support employees, managers, and HR Liaisons through the process, including Workday demonstrations and best practices for employees and supervisors, delivered via Zoom. Check out the [delivery schedule](#).

Please email any performance review questions to HRevaluations@tamu.edu.

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Guardian/Form I-9 Training

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

Please email UIN-I9@tamu.edu if you have any questions.

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Workday Services Education and Training: May 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.

Managing Merit in Workday

Description: This webinar will walk you through the various activities required for those who manage the annual merit process in Workday. These activities include, entering merit awards, maintaining the merit pools, managing employee participation, and using merit reports.

Target Audience: HR Partner, Merit Partner, and Managers*

Presenter: Sri Kamarthi, *Workday Services - Compensation*

Date: May 13, 2020

Time: 10:30am to 11:30am

Link to Meeting: [HERE](#)
Dial in Audio: 1.415.655.0003
Access Code: 923 180 881

*Note: Managers are not directly invited to Workday Services webinars. Please feel free to forward the invitation to meet the needs of your member

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Workday Training Changes and Update

Workday Training changes have been posted online. This week's updates include resources related to Change Job, Manage Supervisory Organizations, Termination Involuntary, Termination Voluntary, Enter Time Off for Your Employees, Manage Time Off Requests, Managing Your Time Off and Manage Interview. Full details about these updates are found on the [Workday Weekly Updates webpage](#).

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PAYROLL SERVICES

Payroll Services COVID-19 Compliance Notes

See the links in the [Spotlight](#) section on the home page of Payroll Services website for more information regarding mailing of paper checks and payroll deadlines.

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Payroll Services Website Updates

The following items have recently been updated in our [Workday Tools](#) & [Forms](#) sections:

- **Workday Tools**
Other Valuable Reports (*updated 4.15.2020*)
- **Forms**
Payroll Payment Request form (*updated 4.24.2020*)

Please reference as needed.

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EMPLOYEE WELLNESS

Please share the following information with employees in your department.

Flourish Events

Congratulations! You've made it through a semester that turned out really different in many ways and we are proud of your perseverance. This will be our last week of spring programming, but summer programming will begin on 5/25.

Special offerings this week:

- [Nursing Home Virtual Visits](#) | 5/12 | 2:30pm – 3:30pm
- [Interior Gardening 101](#) | 5/12 | 12:30pm – 1:30pm
- [Bariatric Support Group](#) | 5/14 | 11:00am – 12:00pm

Fitness schedule:

- [Sunrise Stretch and Destress](#) | 5/12 & 5/14 | 7:00am – 7:30am
- [Meditation for Stress & Anxiety](#) | 5/13 | 4:45pm – 5:30pm
- [Pilates](#) | 5/13 | 11:45am – 12:30am
- [Rec Sports](#) Group RecXercise Schedule – [HERE!](#)
- [Piranha Fitness Studio Schedule](#) – Click [here](#) to register!

Visit our social media channels of [Facebook](#), [Twitter](#), and [Instagram](#) for reoccurring program offerings, new programs, other fitness classes, and ways to support and connect with one another.

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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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