



# HR LIAISON NETWORK NEWS

May 18, 2020 | Share the following information within your departments as appropriate.

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## PAYROLL REMINDERS

### 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

### May 19:

- Monthly Pay Calculation Results Report refreshed at 10:00am
- #20-19 Pay Calculation Results Report refreshed at 10:00am
- #20-19 Timesheets Locked; only Timekeepers can update
- Run Timekeeper Reports
- Current Monthly BP Approvals due at 5:00pm

### May 20:

- Monthly Pay Calculation Results Report refreshed at 10:00am
- #20-19 BW Final Pay Calculation Results Report available at 2:00pm

### May 21:

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

### May 22:

- #20-19 Biweekly Pay Day

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

## HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

### Employee Return to Campus Post-COVID-19 – Multiphase Plan

*Please share the following information with employees in your department.*

An employee notification was distributed on Friday, May 15 outlining the three-phase return-to-campus plan post COVID-19. This plan intentionally takes a phased approach so that we can learn from small, incremental movements towards a full return to work on campus later this summer. Adjustments to the phased plan will be made as changing conditions require. HR Liaisons are asked to familiarize themselves with the [plan details found online on our website](#).

Employees who are instructed to return to work on campus and have concerns about doing so as a result of a medical condition that places them in a higher risk group, those who are caring for someone in a higher risk group, or those who are pregnant should consult with their manager and/or HR Liaison to discuss the feasibility of the employee continuing to work remotely. The employee's specific medical information should not be shared with managers directly, but rather discussed with the departmental HR Liaison, to prevent unintended disclosure of Protected Health Information under federal law. Departments can find support for responding to [ADA Reasonable Accommodation](#) requests by contacting Employee Relations at [Employee-Relations@tamu.edu](mailto:Employee-Relations@tamu.edu) or 979.862.4027.

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### Training Assignments Due Before Returning to Campus Post-COVID-19

*Please share the following information with employees in your department.*

In order to satisfy the requirements set forth by Governor Abbott's executive order GA-21 as amended by GA-22, employees will be required to complete two TrainTraq courses before returning to work on campus (regular worksite) post-COVID-19. This requirement also applies to employees who have continued to work onsite.

The following two TrainTraq courses have been assigned to all employees at TAMU (including Main, Qatar, and HSC):

[2114130 : Protocol and Certification for System Member Employees](#)

[2114131 : Safe Practices for Returning to the Office During the COVID-19 Pandemic](#)

If you have questions regarding this course, please contact Organization Development at [OrgDev@tamu.edu](mailto:OrgDev@tamu.edu).

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### Important Information for Those Receiving Unemployment Compensation Benefits

*Please share the following information with employees in your department.*

Student workers should be prepared to return to campus to work when their hiring department needs them to return. If a student worker, whom the university calls back to work, states that they do not want to return to work, they may no longer be eligible to receive Texas Unemployment Compensation Benefits. Refusal from a student worker to return to work could result in a large financial liability to the individual if a post-payment audit were to take place. If it is found that the employee, including a student worker, was ineligible to receive the funds, or was overpaid, they may be in a situation of owing a large sum of money back to the State. If you have any questions, please contact [employee-relations@tamu.edu](mailto:employee-relations@tamu.edu) for Texas A&M or [hschr@tamu.edu](mailto:hschr@tamu.edu) for HSC departments.

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### Reminder: Student Status Positions and Placement in a Temporary/Casual Positions

The Student Employment Office sent out an [End of Semester Reminders Memo](#) providing information on moving graduated students off of student title codes. If certain criteria are met, workers in a student status (graduate or undergraduate) may be placed in a temporary/casual position without posting. Each component must be met:

- The student employee can no longer be employed in a student title due to graduation or other circumstances that prevent a student title from continuing to be used, and
- The employing department has a business need to continue the former student's employment in the same capacity without a break in service, and
- The employment is in a temporary/casual position not to exceed duration of 4.5 months, usually within the same fiscal year.

Departments do not need to create or transfer to a Program Aide position. Instead, this request may be processed using **Change Job** and selecting Data Change – Position Title Change for the reason. The Job Profile will need to be updated to Program Aide, and the Worker Sub-Type will need to change to Temporary/Casual. Departments should update the annual work period to cover the appropriate time period worked. Workday will require that the department indicate an end date on which the temporary employment will close. In these instances, a Criminal

Background Check is not required. For further information regarding temporary/casual positions, please reference the [Temporary/Casual Position Guidelines](#) on the HR website.

**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](mailto:hrcomp@tamu.edu) for Texas A&M or [hschr@tamu.edu](mailto:hschr@tamu.edu) for HSC departments.

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### **New EAP and Jobs Webpages**

As announced in January, HROE is redesigning its website to better support our customers with streamlined menus, clear navigation, and a responsive layout. We are excited to announce the next updates to HROE's website - the Employee Assistance Program (Work/Life Solutions Program by GuidanceResources®) and Jobs @ Texas A&M. The EAP webpage ([employees.tamu.edu/eap](http://employees.tamu.edu/eap)) was successfully launched last week, and [jobs.tamu.edu](http://jobs.tamu.edu) will launch today!

Changes to other HROE department webpages will be posted in stages throughout this year. [Organization Development](#) was the first department to be updated in February. Watch for the HROE homepage to be redesigned soon, as well. We hope these improvements enable better functionality and enhance the overall user experience.

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### **Remote Processing of Form I-9**

Remote processing of Form I-9 is an available option when onboarding new employees if the HR Liaison or I-9 Processor are unable to meet in person. Remote processing does not include verification of documents by electronic means, such as webcams, emailed photos of documents, etc. **TAMU cannot participate in recent United States Citizenship and Immigration Services (USCIS) guidance allowing webcam verification of documents for new employees.** Click on the *NEW – Guidelines for I-9 Processors During Covid-19* on the [Form I-9 Employment Eligibility website](#) for more information about your options for completing Form I-9. Please email [UIN-I9@tamu.edu](mailto:UIN-I9@tamu.edu) if you have any questions.

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### **International Students Working Remotely Outside the US**

There have been several questions about remote employment opportunities for international students attending classes remotely before they can enter the US. HROE is reviewing all questions with various process stakeholders. An update will be provided as soon as complete information is known. Thank you for your patience.

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### **Workday Services Education and Training: June 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: The New Onboarding Dashboard**

**Description:** The new Onboarding dashboard provides an effective way for new employees to integrate into their organization and enhances the worker's overall onboarding experience. During this webinar we will talk about what your new employees will experience and the many great ways they can access important information during the onboarding process.

**Target Audience:** HR Partner, HR Contact, and Managers\*

**Presenter:** Pamela Gentry, *Workday Services – Core HR*

**Date:** June 3, 2020

**Time:** 10:30am to 11:30am

**Link to Meeting:** [HERE](#)

**Password:** Workday

**Dial in Audio:** 1.415.655.0003

**Access Code:** 925 722 696

### **Spotlight on Search Committees**

**Description:** Interested in creating Search Committees in Workday? In this webinar we will provide an overview of Search Committees and how they work, alternative methods to use Search Committees, as well as guidance on the process for assigning roles.

**Target Audience:** Recruiting Partner

**Presenter:** James Ross, *Workday Services – Recruiting & Talent*

**Date:** June 10, 2020

**Time:** 10:30am to 11:30am

**Link to Meeting:** [HERE](#)

**Password:** Workday

**Dial in Audio:** 1.415.655.0003

**Access Code:** 921 688 673

### **Managing Merit in Workday**

**Description:** This session will provide a walkthrough of the activities required of Merit Partners and Managers in order to facilitate 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:** Merit Partner, HR Partner, and Manager\*

**Presenter:** Sri Kamarthi, *Workday Services – Compensation & Merit*

**Date:** June 17, 2020

**Time:** 10:30am to 11:30am

**Link to Meeting:** [HERE](#)

**Password:** Workday

**Dial in Audio:** 1.415.655.0003

**Access Code:** 926 631 868

\*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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## **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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### **FAQ Spotlight**

Payroll Services maintains a large [FAQ](#) section on our website. FAQs are available under these headings:

- General FAQs
- Supervisory Organizations
- Payment Elections (Direct Deposit)
- Biweekly Paid Employees & Timesheets (*employee need to know*)
- Managers, Timekeepers & Timesheets (*manager / timekeeper need to know*)
- Monthly Paid Employees
- HR Contact

Please reference this section to see if your question or issue is already answered before contacting [payrollprocessing@tamu.edu](mailto:payrollprocessing@tamu.edu) for TAMU or [vpfa-it-vpfa-answers@tamu.edu](mailto:vpfa-it-vpfa-answers@tamu.edu) for HSC.

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## **EMPLOYEE WELLNESS**

*Please share the following information with employees in your department.*

### **Flourish Events**

This week, we are getting ramped up for a summer full of fun and new events just for you to launch on Tuesday, the 26<sup>th</sup>. In the meantime, visit our social media channels of [Facebook](#), [Twitter](#), and [Instagram](#) or our [calendar](#) for

a sneak peek of our reoccurring program offerings, new programs, other fitness classes, and ways to support and connect with one another.

**Fitness schedule:**

- [Rec Sports](#) Group RecXercise Schedule – [HERE!](#)
- [Piranha Fitness Studio Schedule](#) – Click [here](#) to register

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**ANNOUNCEMENTS**

*Please share the following information with employees in your department.*

**Memorial Day - Holiday Pay Eligibility Reminder**

Memorial Day is next Monday, May 25. As a reminder, leave-eligible employees must work or be in a paid leave status for any portion of their last scheduled workday before a holiday and any portion of the scheduled workday after a holiday to be eligible for holiday pay. A “portion” is defined as a minimum of 15 minutes. Holiday breaks of less than five days are applied towards the Family Medical Leave Act (FMLA) balance for individuals currently on FMLA leave. Additional holiday information is available at [employees.tamu.edu/benefits/leave/holidays](http://employees.tamu.edu/benefits/leave/holidays) on the HR website.

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Division of Human Resources  
& Organizational Effectiveness

**QUESTIONS?** [HRnetwork@tamu.edu](mailto: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](http://employees.tamu.edu/liaisons)

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