



HR LIAISON NETWORK NEWS

May 26, 2020 | Share the following information within your departments as appropriate.

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PAYROLL REMINDERS

May 28:

- #20-20 **Retro** Timesheets and Workday Retro BP Approvals due at 5:00pm

June 1:

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

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

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

FFCRA Leave Update

In accordance with new guidance issued by the U.S Department of Labor (DOL) and the Office of General Counsel, HROE has recently modified its interpretation of the eligibility for Emergency Paid Sick Leave (EPSL) under the Families First Coronavirus Response Act (FFCRA). According to the DOL guidance and OGC interpretation, Governor Abbott's stay-at-home or shelter-in-place order would qualify all University employees for leave if they were unable to perform their job on-site or remotely. All employees, including student workers, who cannot work remotely and are not allowed to return to the workplace for COVID-19-related reasons are eligible for EPSL. It is important to note that employees may not collect unemployment benefits and take leave under the FFCRA for the same work week.

If you are aware of an employee who has been improperly denied EPSL under FFCRA, or if you have questions on the recent change in eligibility, please contact Employee Relations at employee-relations@tamu.edu. HROE strongly recommends that all liaisons review the recently updated [FAQs regarding FFCRA and unemployment](#). Note that FAQs on our webpages that have been updated will have the date of the update next to the question.

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Registration Open – HR Liaison Network Summer Meeting

Registration for the HR Liaison Network Summer Meeting is now open. Please register for only one session (morning and afternoon sessions will be identical). The agenda and additional meeting information will be provided in the coming weeks. We look forward to seeing you at the meeting! One session will be recorded to accommodate our Qatar campus HR Liaisons.

- Date: June 24, 2020
- **Location: Zoom Meeting (details provided when you register)**

- Morning Session: 9:00am-11:30am [Register](#)
- Afternoon Session: 1:30pm-4:00pm [Register](#)

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COVID-19 Return to Campus Courses

Please remember, in alignment with requirements set forth by Governor Abbott's executive order GA-21 as amended by GA-22, employees are required to complete the following System Office courses in TrainTraq before returning to campus (regular worksite):

- [2114130 : Protocol and Certification for System Member Employees](#)
- [2114131 : Safe Practices for Returning to the Office During the COVID-19 Pandemic](#)

These will be automatically assigned to new employees. Attached is a report to help monitor completions and incompletions. We continue to work with the System Office to provide a Spanish version as well as a version for non-employees. An update will be provided when we have more information. If you have questions, please continue to contact Organization Development at OrgDev@tamu.edu.

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Performance Review

Please remind managers of the following:

- The recommended timeframe for managers to submit evaluations is June 5-11. Visit the [Performance Review Process](#) webpage for an overview of the process and timeline.
- If managers submit the performance review and corrections are needed, please refer them to [Correcting Evaluations - Manager](#).
- All employees who worked anytime during the performance review period (4/1/2019 – 03/31/2020) should complete the performance review process.
- Workday job guides, templates, and other resources are available on the [Performance Review Resources](#) webpage.
- Courses continue to be available, 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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Remote Processing of Form I-9

1. The remote agent processes require very specific setups in Guardian. Please be aware that if you request a Remote Section 1, we cannot convert the process to use a Remote Agent to complete Section 2. Please expand the section entitled **NEW – Guidelines for I-9 Processors During Covid-19** on our [website](#) if you need to request either a remote Section 1 process or a Remote Agent process to complete both Section 1 and Section 2.
2. Please monitor your Guardian To Do List and follow up with employees whose work authorizations have expired or will expire soon. If you are unable to meet with the employee to inspect the document, please contact us to request a remote agent process to complete section 3 by a third-party (non-guardian user) verifier.

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

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List B Expired Documents for Form I-9

Beginning on May 1, identity documents found in List B set to expire on or after March 1, 2020, and not otherwise extended by the issuing authority, may be treated the same as if the employee presented a valid receipt for an acceptable document for Form I-9 purposes. For more details please see the 5/1/20 notice at the top of our [webpage](#). Please email UIN-I9@tamu.edu if you have any questions.

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Form I-9 Audit

Our biannual audit of Form I-9s is underway. Departments will be contacted if any issues are identified, and HROE will provide further instructions to avoid compliance issues in the future. Thank you for your help during this process. Please email UIN-I9@tamu.edu if you have any questions.

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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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Workday Training Changes and Update

Workday Training changes have been posted online. This week's updates include resources related to Create Job Requisition and Post Job, Job Application Process, Understanding Your W-2, and Managing Merit. 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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Due date for FY19 PCTs on State-funded accounts: TAMU and TAMUG only (From FMO)

The deadline for processing PCTs for FY19 pay periods using state-funded accounts (1XXXXX) for Part 02 – TAMU and Part 10 – TAMUG is **July 28, 2020**. These PCTs must be marked complete/final by this date. Exceptions will only be made for state College Work Study grants.

The early deadline is needed to meet requirements issued by the Texas Comptroller of Public Accounts for completion of the prior fiscal year Benefits Proportional report. The year-end deadline for all other PCTs will be set by System Offices. Remember, only FY20 and FY21 payrolls may be corrected by PCT during FY21. Contact Martha Weeks at msweeks@tamu.edu for clarification.

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EMPLOYEE WELLNESS

Please share the following information with employees in your department.

Flourish Events

We all can use a vacation.

Even though summer vacation is going to look REALLY different this year, it is okay to find some relaxation in other ways as we change our usual summer vacation plans.

Special offerings this week:

- [Cooking with Flourish](#) | 5/26 | 5:30pm – 6:30pm
- [Headaches: It's Not Just In Your Head](#) | 5/27 | 1:30pm – 1:45pm **must RSVP**
- [Virtual Yell Practice](#) | 5/29 | 11:00am – 11:15pm **via FB Live**

Fitness schedule:

- [Meditation for Stress & Anxiety](#) | 5/27 | 4:45pm – 5:30pm
- [Sunrise Stretch and Destress](#) | 5/26 & 5/28 | 7:00am – 7:30am
- [Pilates](#) | 5/27 | 11:45am – 12:30am
- [Rec Sports](#) Group RecXercise Schedule – [HERE!](#)
- [Piranha Fitness Studio Schedule](#) – Click [here](#) to register!

Visit our [calendar](#) or 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

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