



HR LIAISON NETWORK NEWS

May 4, 2020 | Share the following information within your departments as appropriate.

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PAYROLL REMINDERS

May 4:

- #20-18 Current Timesheets, Workday BP Approvals, Lump Sum Payouts & PPRs due at 11:00am
- #20-18 Pay Calculation Results Report available at 12:00pm

May 5:

- #20-18 Timesheets Locked; only Timekeepers can update
- Run Timekeeper Reports
- #20-18 Pay Calculation Results Report refreshed at 10:00am

May 6:

- #20-18 BW Final Pay Calculation Results Report available at 2:00pm

May 8:

- #20-18 Biweekly Pay Day

May 13:

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

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

Virtual Verification of Form I-9

HR Liaisons responsible for completing Form I-9 **cannot** use the Virtual Verification Exception enacted by the Department of Homeland Security. Original documents must be physically inspected in the presence of the new employee. Webcam inspection or other means of inspecting documents is not allowed.

Various options are available to assist HR Liaisons in completing Form I-9, including the use of an authorized third party to verify documents and complete Section 2. Please see our [website](#) for all options available to complete Form I-9.

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

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NOW AVAILABLE: Emergency Family and Medical Leave Employee Notification Form

There is now an Emergency Family and Medical Leave (EFMLA) [Employee Notification Form](#) on our HROE website for HR Liaisons to use. This form is used to notify an employee of their eligibility to use EFMLA after the employee has submitted the [EFMLA Request Form](#) and eligibility has been determined. As a reminder, EFMLA eligibility is met when the employee is unable to work (or telework) because of one of the following reasons:

- They are needing to care for their child due to the closing of the child's school or place of care, due to concerns related to COVID-19
- Unavailability of the child's regular child care provider due to concerns related to COVID-19.
- There is no other suitable person available to care for the child during the requested period of leave.
- Or, they attest special circumstances exist requiring their need for leave to care for a child ages 15-17.

If you have any questions, please direct them to benefits@tamu.edu.

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Past Due System Required Web-based Training (WBT) Report

Attached is the monthly Required Training Assignments Report for System-required training. As a reminder from January, the report format changed based on feedback from multiple groups across the University to make it more meaningful, helpful, and actionable in enabling compliance.

1. The first tab is a summary of past due employees by Executive Level 2.
2. The second tab provides more detail with:
 - Filters to quickly identify specific colleges / divisions and departments with individuals who are past due
 - Highlighting those that are more than 90 days past due and more than 365 days past due.

Per Texas A&M System [Regulation 33.05.02](#), all Texas A&M employees are required to take these courses; and, there is a certification question in the Workday annual Performance Evaluation process for the employee and manager to validate the employee is not past due on required training. Please work with Supervisors / Managers listed in the report to:

1. Take into consideration during the current annual performance evaluation and merit process
2. Ensure their direct reports complete the required courses, especially those more than 90 days and over a year past due.

If you have questions, please contact orgdev@tamu.edu.

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Performance Review

Please remind employees to submit their self-evaluation in Workday (even if blank), as this step is required in order for the manager to receive the manager evaluation task. Refer to the [Self Evaluation – Staff](#) and [Self Evaluation – Attachment Only](#) job guides for more information.

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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Additional Workday Roles That Require HIPAA Training

The System Benefits Administration has identified additional Workday roles that require course 11009: HIPAA for Benefits Partners and HR Users to be taken every three years. The following roles have been flagged as HIPAA-Sensitive in Workday, and they are automatically included in a TrainTraq assignment rule:

- Benefits Partner
- Faculty Partner
- Graduate Studies Partner
- HR Contact
- HR Partner
- Retiree Partner
- System Benefits Support
- Budget Partner
- Payroll Partner
- Benefits View Only

- HR View Only
- Payroll View Only

Affected employees have already started receiving TrainTraq assignments and will continue to be assigned if they are due. Other than completing assigned courses, no additional action is required. If you have any questions about the new requirements, please contact hrnetwork@tamu.edu.

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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.

New Interview Stage in Recruiting

Description: Workday has updated the recruiting process to maximize functionality. The new interview management step will provide you with more options on establishing the interview group and details about the interview, and better information about interview results. Join us as we discuss how the interview stage within the Job Application business process will function differently for Managers, Recruiting Coordinators, and Recruiting Partners. We will compare the old and new process and provide a demonstration.

Target Audience: Recruiting Partners, Recruiting Coordinators, Managers*

Presenter: James Ross, Workday Services - Recruiting

Date: May 6, 2020

Time: 10:30am to 11:30am

Link to Meeting: [HERE](#)

Password: Workday

Dial in Audio: 1.415.655.0003

Access Code: 922 342 918

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

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 Managing Your Medicare Information, Managing Medicare Information for Your Employee, Add a Graduate Fellow, Termination Involuntary, Termination Voluntary, Payroll Reversals. Full details about these updates are found on the [Workday Weekly Updates webpage](#).

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PAYROLL SERVICES

Update on Cost Allocation Dates (from Financial Management Operations)

Please see attached for recommendation for start and end dates for cost allocations to avoid posting of partial payroll to Workday default account. Cost allocation start and end dates are used only to distribute payroll to accounts and do not affect computation of pay.

Please do not overwrite an existing cost allocation. Add a new line for a new allocation with a start date of the day after the end date of the previous allocation.

Contact Martha Weeks at mweeks@tamu.edu with any questions regarding Part 02 or Part 10 allocations.

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All Printed Paychecks Will Be Mailed

Due to Mail Services suspending delivery options, all printed payroll checks will be mailed directly to the employee. Please notify all of your employees of this change as it will go into effective with the 4/24/2020 biweekly pay date. Please also request that all of your employees enroll in direct deposit and verify their mailing address in Workday as this is the address used when mailing their payroll check.

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. The is located on a check, deposit slip or in your banking information online
5. Click OK

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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 paper checks and deadlines.

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EMPLOYEE WELLNESS

Please share the following information with employees in your department.

Flourish Events

Breathe in... (slowly) Breathe out... (slowly)
Close your eyes. Do it again.
Inhale in gratitude. Exhale grumpiness.
Close your eyes. Do it again.
All is well. All is good.

Special offerings this week:

- [Nursing Home Virtual Visits](#) | 5/5 | 2:30pm – 3:30pm
- [Interior Gardening](#) | 5/5 | 12:30pm – 1:30pm
- [Food Label 101 with HEB Registered Dietitian](#) | 5/6 | 11:00am – 12:00pm

Fitness schedule:

- [Sunrise Stretch and Destress](#) | 5/5 & 5/8 | 7:00am – 7:30am
- [Meditation for Stress & Anxiety](#) | 5/6 | 4:45pm – 5:30pm
- [Pilates](#) | 5/6 | 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/liasons

View the
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