



HR LIAISON NETWORK NEWS

November 11, 2019 | Share the following information within your departments as appropriate.

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PAYROLL REMINDERS

November 13:

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

November 14:

- Monthly Pay Calculation Results Report available at 12:00pm
- #20-06 **Retro** Timesheets and Workday Retro BP Approvals due at 5:00pm

November 15:

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

November 18:

- Monthly Pay Calculation Results Report refreshed at 10:00am
- Monthly PPRs & Lump Sum Payouts due at 11:00am
- #20-06 Current Timesheets, Workday BP Approvals, Lump Sum Payouts & PPRs due at 11:00am
- #20-06 Pay Calculation Results Report available at 12:00pm

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

Timing of Communications to Employees Impacted by the Overtime Regulations

There has been a delay in planned email communications to employees and their supervisors impacted by the January 1, 2020 change in federal overtime regulations. The email notifications have been delayed due to Workday testing the impact of the planned December 29, 2019 effective date. Employees changing from monthly-paid to biweekly-paid due to the new salary threshold for exemption may require manual processing by HROE and Payroll Services to assure correct benefits deductions from their January paychecks.

Although individual notifications have been delayed, departments who are aware of employees changing to biweekly are encouraged to promote registration for informational sessions and FLSA Working Hours workshops that begin on Wednesday, November 13 and are scheduled through December 12. We expect to finalize and distribute communications this week, pending completion of Workday testing and final decisions on procedures. Note that this Workday testing issue does not impact employees who are getting a pay adjustment and remaining monthly-paid. Additional process information is forthcoming for changes to biweekly, effective dates and pay adjustments. If you have any questions, contact Classification and Compensation at 979.845.4170 or hrcomp@tamu.edu for Texas A&M, or hschr@tamu.edu for the Texas A&M Health Science Center.

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Reminder: Registration Open for Overtime Regulations Informational Sessions and FLSA Working Hours Workshops

HR Liaisons, as well as supervisors and employees impacted by the new overtime regulations, are encouraged to register for one of the informational sessions and FLSA Working Hours workshops that have been scheduled. Several dates, including sessions this week, are available and open for registration through TrainTraQ. These sessions are primarily for employees becoming non-exempt due to the new salary threshold and for managers of those employees becoming non-exempt. The primary learning objective of the FLSA Working Hours workshops is to help employees understand the concepts of working time as defined by federal regulations, so that this is as smooth a transition for them as possible. The primary learning objectives of the informational session are to gain an understanding of the federal regulation changes, the impact on employees and supervisors and next steps. Both trainings will be held in the Memorial Student Center (MSC) and online via Zoom to accommodate those who are not located on main campus or who otherwise cannot attend in person. Below is the course name and course number for the trainings:

2114022: Fair Labor Standards Act (FLSA) Working Hours Workshop

2114023: Overtime Regulations Informational Session

Note: The Fair Labor Standards Act (FLSA) Working Hours Workshop will not count towards the HR Liaison certification.

If you have any questions, contact Classification and Compensation at 979.845.4170 or hrcomp@tamu.edu for Texas A&M, or hschr@tamu.edu for the Texas A&M Health Science Center.

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Guardian/Workday Integration

An integration between Guardian and Workday was put into production on Thursday, November 7. This integration will automatically update Other IDs in Workday to record the I9 and Alien Work Authorization Expiration Date. This integration uses the employee's UIN to compare and update records. It is crucial that the correct UIN is entered in Guardian when creating a new employee record. UINs should be entered in this format: 123006789. Please do not leave spaces or use any other characters as this will interfere with the integration process. As a result of the integration, the Workday To Do: Record Form I-9 will not be needed. Pending To Dos will be mass canceled within the next few weeks. If you have questions, please email us at UIN-I9@tamu.edu

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Reference Checking Service Now Available

HROE is pleased to announce a new partnership with Xref, an online reference checking service, to conduct reference checks in support of the university's recruiting program. All organizations within the university have access to Xref and the application is now available for use.



During the initial rollout of Xref, HR Liaisons will be the primary users of the service. To initiate a reference check requires just the candidate's name, email address and phone number. Xref does the rest. Results can start coming back in just a few hours. Although using Xref is optional, we know that once you use it, you will wonder

how you ever did without it. We wanted you to know about it ahead of a special announcement by the VP of HROE. To learn more about Xref and to sign up for training, go to our [new webpage](#). Send any questions to jobs@tamu.edu with Xref in the subject line.

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Workday Services Education and Training: November Webinars

Please join us for the following Workday Services webinars in November! These events are open to all, but content will focus on the security roles listed with the webinar description.

Note: Due to anticipated size of audience, registration is required and webinar link and password will only be provided through confirmation of registration.

Spotlight on Costing Allocations | November 13, 2019

Description: This extended webinar will provide a comprehensive overview of the Assign Costing Allocation business process. However, the primary focus of this session will be Assign Costing Allocation as a sub process of Hire, Change Job and other business processes. Impacts to other systems when the incorrect action occurs will also be discussed.

Target Audience: HR Partner, HR Contact, Cost Center Approver, Budget Partner, Payroll Partner and Sponsored Research Services

Registration Information:

Session #1 10:30am – 12:00pm

- [Registration Link](#) (Audio by Phone – 500 Max)
- [Registration Link](#) (Audio by Computer – 500 Max)

Session #2 1:30pm – 3:00pm

- [Registration Link](#) (Audio by Phone – 500 Max)
- [Registration Link](#) (Audio by Computer – 500 Max)

Workday Wednesday: It's About Time! | November 20, 2019

Description: Join us for our first webinar on Time Tracking since Go Live! We will discuss common questions and how to troubleshoot them. We will also review the reports and tools available to assist you. New features will also be highlighted!

Target Audience: Timekeeper, HR Partner and Payroll Partner

Registration Information:

Session #1 10:30am - 11:30am

- [Registration Link](#) (Audio by Phone – 500 Max)
- [Registration Link](#) (Audio by Computer – 500 Max)

Session #2 1:30pm - 2:30pm

- [Registration Link](#) (Audio by Phone – 500 Max)
- [Registration Link](#) (Audio by Computer – 500 Max)

IMPORTANT: Be sure to save webinar information from the TrainTraQ confirmation provided after registration. This information will not be publicly available.

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UPDATE: Who to Contact About HR / Payroll / Workday Questions

The **Who to Contact in HROE** resource has been recently updated on the [HROE website](#). This resource is intended to assist you in identifying where to direct your HR inquiry and includes contacts in Payroll Services, Dean of Faculties, FAMIS Services, OGAPS, Student Employment Office and Tax, Compliance and Reporting. If you are unsure about whom to direct your HR question to, you may contact HRnetwork@tamu.edu.

Note that all employees should contact the appropriate Human Resources and Payroll Services department within their System Member – HROE / Payroll Services for Texas A&M University and Texas A&M Health Science Center. If the question or issue needs to be elevated, HROE and Payroll Services will work with the appropriate System Office (either System Benefits Administration or Workday Services) to research and determine the correct course of action. Employees should not contact System Benefits Administration or Workday Services directly.

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- Job Seekers
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- Employee Training Schedule
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- HR Liaisons
- Retirees
- Find Your HR Liaison
- **Who to Contact in HROE?**

PAYROLL SERVICES

Retro Process and Timing

Workday has a very robust process to retroactively pick up changes from approved business processes such as salary corrections, percent effort changes, timesheet corrections, etc. The retro process makes the appropriate adjustments on the employee's next regularly scheduled pay day. Payroll Services asks for your assistance in letting the retro process work rather than trying to circumvent the process with any early payment request to avoid double pay, deletion of one-time payments, or incorrect deductions and taxes. Retro Workday business process approvals should be finalized by the deadlines listed on the [Payroll Processing Calendars](#) on Payroll Service's website. For example, for November 2019, monthly retro business process approvals are due at 5pm this Wednesday, November 13, to make this month's pay calculation and December 2nd pay day. If your business process affects a prior pay period it must be approved by the biweekly or monthly retro deadlines.

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WELLNESS WORKS!

Please share the following information with employees in your department.

A blue graphic with a white mountain-like shape at the top and the text "WELLNESS WORKS!" in white capital letters below it.

FREE On-Campus Financial Consultations

Lincoln Financial, TIAA Financial, and AIG Retirement Services offer Texas A&M University employees no-cost, one-on-one consultations with their financial/retirement advisors. Private consultations are located in Suite 1201 of the [General Services Complex](#) or room L524 in the lower level of the [Memorial Student Center](#). RSVP for your consultation today!

- **TIAA Financial Group – [RSVP](#)**
Wednesday, November 13 | 8:30am – 4:30pm | GSC 1203
Thursday, November 14 | 8:30am – 4:30pm | GSC 1203
- **AIG Retirement Services – [RSVP](#)**
Tuesday, November 19 | 8:30am – 11:30am | MSC L524

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Grow Your Garden: Gardening Club

Presented by The Gardens at Texas A&M

Tuesday, November 19 | 11:30am – 1:00pm | [The Gardens Pavilion](#)

Food truck: [Blake's Steaks](#)

WELLNESS WORKS! is excited to partner with The Gardens at Texas A&M to provide attendees with expert knowledge and hands-on gardening experience! The Gardens Manager and Texas Master Certified Nurserymen, Joseph Johnson, will lead this month's gardening topic, "**Winterize Your Garden!**" [Register Here!](#)

Winter is coming - are your plants prepared? Joseph Johnson will teach you how to protect your trees, lawn, ornamentals and tropicals from Jack Frost. Come out to learn what to mulch, mow, prep, and plant now to have the most beautiful garden this spring.

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Dinner Tonight: Cooking Club

Presented by Texas A&M AgriLife Extension Service

Thursday, November 21 | 12:00pm–1:30pm | [Rec Center](#) Room 2229A (Use South Entry)

Join us for the [Dinner Tonight Program](#). This Cooking Club will provide culinary experiences aimed at preparing quick, healthy, cost-effective recipes. Participants will have the opportunity to cook the following menu:

- **Main Dish:** Pecan Chicken Salad
- **Side:** Peachy Green Salad
- **Dessert:** Blueberry Minis

Seats are limited. [Register Here!](#)

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Fitness Session Cancellations for Thanksgiving Holiday

WELLNESS WORKS! on-campus fitness sessions will be cancelled from Wednesday, November 27 through Friday, November 29. All classes will resume on Monday, December 2.

Piranha Fitness Sessions will run on a modified schedule. The studio will close at 1pm on Wednesday, November 27 and will resume a normal schedule Monday, December 2. Visit the [Piranha Fitness Studio Schedule](#) for details.
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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](#)