



HR LIAISON NETWORK NEWS

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PAYROLL REMINDERS

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

November 19:

- Monthly Pay Calculation Results Report refreshed at 10:00am
- Current Monthly BP Approvals due at 5:00pm
- #20-06 Pay Calculation Results Report refreshed at 10:00am
- #20-06 Timesheets Locked; only Timekeepers can update
- Run Timekeeper Reports

November 20:

- Monthly Pay Calculation Results Report refreshed at 10:00am
- #20-06 BW Final Pay Calculation Results Report available at 2:00pm

November 21:

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

November 22:

- #20-06 Biweekly Pay Day

November 26:

- #20-07 **Retro** Timesheets and Workday Retro BP Approvals due at 5:00pm

[Payroll Processing Calendar Key](#)

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

Reference Checking Service Training **THIS Wednesday**

Last week, HROE announced 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. Although using Xref is optional, we encourage you to sign up and start using Xref today! **We are hosting two live training sessions on Wednesday, November 20 with trainers from Xref.** Please click [here](#) to see more information about Xref and to sign up for training. Feedback from our pilot group as well as our early adopters has been very positive and they are extremely pleased with the results. Please send any questions to jobs@tamu.edu with Xref in the subject line.

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Form I-9 Reminders

Texas A&M University participates in E-Verify which requires electronic verification of a new hire's eligibility to work in the United States using their Social Security Number (SSN). HR Liaisons have the responsibility to follow up with a new hire to ensure the SSN is received and entered into Guardian within 45 days of their hire date. Please monitor your Guardian To Do list for missing SSNs in Guardian. Contact UIN-19@tamu.edu to add an amendment to a new hire's I-9 once the SSN is received. Please send any questions to UIN-19@tamu.edu.

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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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Workday Services Education and Training: November Webinar

Please join us for the following Workday Services webinar. This event is 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.

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.

- Workday @ Texas A&M
- Job Seekers
- New Employees
- Employees
- Employee Training Schedule
- Managers
- HR Liaisons
- Retirees
- Find Your HR Liaison
- **Who to Contact in HROE?**

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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Updated Online Course: Orientation to the A&M System

TrainTraq course 99004: Orientation to the A&M System, has been updated to reflect recent changes to the A&M System such as the addition of the Texas Division of Emergency Management and an updated closed captioning feature. The Orientation to the A&M System course is automatically assigned to all new employees of the A&M System. No action is required. If you have any questions about this course, please contact Organization Development at PDinfo@tamu.edu.

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Deadline for Graduating Students on Work Study

Sent on behalf of Scholarships & Financial Aid

November 30th is the last day students graduating in December may be paid from work study funds. Please see attached Work Study Reminder from Financial Aid for further details.

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Tax Compliance & Reporting

Sent on behalf of Tax Compliance & Reporting

In gearing up for year end, we ask that you please have your employee verify the following:

1. Their Home mailing address in Workday
2. Their SSN has been entered in Workday and there are no pending "To Do" tasks concerning the SSN submission in their Workday email inbox.
3. Election of their W-2 distribution method. Please encourage the electronic W-2 option and share with your employees the following:

By electing to receive an electronic W-2, you gain the following ADVANTAGES:

- Quicker access. Electronic W-2s are available as early as mid-January.
- Increased security. Mail delivery allows access to your personal sensitive information.
- Go green! Natural resources are saved by not printing and mailing W-2 forms.
- You can print your W-2 at any time and as many times as you would like.
- Your W-2 will be stored securely and you will have access for years to come.
- There is a cost savings for each form not printed and mailed.

Here's how you sign up:

- Click on the Pay worklet on your Workday Home page
- Click on the "My Tax Documents" link
- Click the Edit button in the Printing Election column
- Select the radio button for "Receive electronic copy of my Year End Tax Documents."
- Click OK

As a reminder and to better serve our customers, we have shared email boxes that are designated for specific inquiries. Please submit your inquiries as follows:

- tax@tamu.edu - 1099s, W-2s, TRS, tax deductions
- internationaltax@tamu.edu – International tax inquiries (Glacier and international employees/vendors)
- form1098t@tamu.edu – 1098-T inquiries

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PAYROLL SERVICES

Pay Calculation Results for a Period Report Updated

The Pay Calculation Results for a Period Report was recently updated with three new check boxes noted below; the "Only Return Positive Results" box is checked by default. To properly review the report, the report should contain all results. **IMPORTANT CHANGE:** In order to generate a complete report to review, you will need to uncheck the *Only Return Positive Earnings* checkbox; the final three check boxes must be blank in order to get all pay calculation result lines for the specified pay period.

Only Return Positive Earnings	<input checked="" type="checkbox"/>	 Uncheck box to get all pay calculation results lines in your report
Only Return Net is Equal to Zero	<input type="checkbox"/>	
Only Return Gross is Equal to Zero	<input type="checkbox"/>	

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#20-07 Biweekly Retro – Earlier Deadline

Due to the upcoming Thanksgiving Holidays, the #20-07 Biweekly Retro Timesheets & Business Process approvals have an earlier deadline of Tuesday, November 26th at 5:00pm. Please inform your managers, employees, timekeepers and bp approvers of this change.

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Payroll Services Website Updates

The following have either been updated or added to our [website](#):

- [Payroll Processing Calendar Key](#) (Updated)
- [Reading Your Payslip](#) (NEW – General Tools)
- [Total Rewards Statement – How to view and/or print in Workday](#) (NEW – General Tools)
- [Holiday Time Off, Early Release and Timesheets](#) (NEW – Workday Tools)

- [Resources – Rules, Regulations, and SAPs](#) (Updated)
- [State Service Verifications](#) (Updated)

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WELLNESS WORKS!

Please share the following information with employees in your department.



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!

- **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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ANNOUNCEMENTS

Early release at noon, Wednesday, November 27

As a small symbol of appreciation and with authorization from Chancellor Sharp, President Young has authorized the early release of nonessential personnel at noon on Wednesday, November 27.

If you are unsure of your status, please ask your supervisor. Leave time previously authorized will be reinstated.

For additional information regarding early release time, visit our [Special Holidays & Early Release webpage](#).

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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
[HR Liaison
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