



# HR LIAISON NETWORK NEWS

November 19, 2018 | Share the following information within your departments as appropriate.

**HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS**  
[Deadline December 20, 2018 to enroll in TAMU Graduate Benefits](#)  
[Leave Related to Early Release](#)  
[Onboarding Deep Dive WebEx](#)  
[December 1 Last Day For Work Study Funds](#)  
[PRE- Retirement Workshop Schedule for 2019](#)  
[Workday Training Changes and Update – Week of November 12](#)

## **PAYROLL**

[Holiday Pay](#)  
[November 21, 2018 Biweekly Pay Date](#)  
[Paid Holiday / Early Release Not on Timesheet](#)

## **WELLNESS WORKS!**

[Fitness Session Cancellations for Thanksgiving Break](#)  
[Get Real: Find Out What Retirement May Cost and How to Prepare](#)  
[Wellness Happenings for November](#)  
[Fitbit Corporate Wellness Program](#)

## **PAYROLL REMINDERS**

November 19:

- Monthly Pay Calculation Results Report refreshed at 10am

November 20:

- Monthly Pay Calculation Results Report refreshed at 10am
- Monthly Lump Sum Payouts & Supplements due at 11am

November 21:

- Monthly Pay Calculation Results Report refreshed at 10am
- Current Monthly Workday BP Approvals due at 5pm
- Biweekly Pay Day; Payroll Services closes at 11am

November 26:

- Monthly Pay Calculation Results Report refreshed at 10am

[Processing Schedules](#)  
[Payroll Reports](#)  
[Payroll Processing Calendar Key](#)

## **HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS**

### **Deadline of December 20, 2018 to enroll in Texas A&M Graduate Benefits**

Students wishing to come off of the Student Health Insurance Plan (SHIP) plan and enroll in Texas A&M Graduate benefits must do so on or before **December 20, 2018**. HR Liaisons need to compile a list of these students and send the list to your Benefit Services Representative complete with their names and UIN's, email addresses and contact phone numbers for us to reach out to them (should we have any questions about their enrollment).

[Top](#)

### **Leave Related to Early Release**

As announced November 14, President Young has authorized an early release for Wednesday, November 21 starting at 11:00am (5 hours of leave). Department Leave Administrators should work with employees of their departments to update leave records as applicable due to the early release.

The following items should be noted in those instances where an early release using holiday rules or a special holiday has been authorized:

- The President's Office or other appropriate office will provide notice to the campus in the event an early release has been authorized or a special holiday has been declared.

- Eligible employees will be paid according to holiday rules outlined in [System Regulation 31.04.01 – System Holidays](#).
- Employees scheduled to be on vacation or sick leave will have their accrued leave banks replenished and the time will be replaced by early release time or holiday time, whichever is appropriate.

For more information, please visit <http://employees.tamu.edu/benefits/leave/holidays/special/>.  
[Top](#)

### **Onboarding Deep Dive WebEx**

HROE apologizes for the technical difficulties experienced during the November 13 Onboarding Deep Dive WebEx. Another session will be offered on **Tuesday, November 27 at 1:30pm** via WebEx. It will not be recorded, but the slide deck will be made available.

- [Onboarding 2.0 Deep Dive WebEx](#)
- Meeting Number (access code): 925 805 140
- Meeting Password: MtUmWhke
- Join from a Video System or Application: Dial [925805140@tamus.webex.com](mailto:925805140@tamus.webex.com); you can also dial 173.243.2.68 and enter your meeting number
- Join by Phone: 415-655-0003 US TOLL

[Top](#)

### **December 1 is the Last Day For Students Graduating in December To Be Paid From Work Study Funds**

Student employees who will not be enrolled in Spring 2019 may not earn work study funds past their last date of enrollment in Fall 2018. In order to ensure this, pay period 7 is the last pay period in which a student may be paid from work-study funds.

- All earnings after December 1, beginning with pay period 8, must be paid from departmental funds.
- The Student Employment Office will communicate with departments after pay period 7 regarding student employees who may require payroll corrections.

Work study students who will be enrolled for the Spring 2019 term are not affected. They can continue to be paid from work study funds for time worked between semesters.

If you have further questions, please contact the Student Employment Office at [workstudy@tamu.edu](mailto:workstudy@tamu.edu) or call 979-845-0686.

[Top](#)

### **PRE- Retirement Workshop Schedule for 2019**

Just a reminder, the last TRS Pre-Retirement Workshop for the year will be held on Tuesday, November 20, 2018 in Room 101 C in the General Services Complex.

#### TRS Retirement Counseling Session

Tuesday, February 12, 2019 from 2-4 p.m., Assembly Room 101C  
 Thursday, March 21, 2019 from 9-11 a.m., Assembly Room 101C  
 Wednesday, April 3, 2019 from 2-4 p.m., Assembly Room 101C  
 Thursday, May 16, 2019 from 9-11 a.m. Assembly Room 101C  
 Friday, June 7, 2019 from 9-11 a.m., Assembly Room 101C  
 Tuesday, August 6, 2019 from 2-4 p.m., Assembly Room 101C  
 Thursday, September 19, 2019 from 9-11 a.m. Assembly Room 101C  
 Wednesday, October 16, 2019 from 2-4 p.m., Assembly Room 101C  
 Thursday, November 7, 2019 from 2-4 p.m., Assembly Room 101C

#### ORP Retirement Counseling Session

Wednesday, February 6, 2019 from 2-4 p.m., GSC 2014  
 Thursday, March 7, 2019 from 2-4 p.m., GSC 1214  
 Friday, April 12, 2019 from 9-11 a.m., GSC 1214  
 Thursday, May 2, 2019 from 2-4 p.m., GSC 1214  
 Wednesday, June 5, 2019 from 9-11 a.m., GSC 1214  
 Monday, August 12, 2019 from 2-4 p.m., GSC 1214  
 Thursday, September 26, 2019 from 2-4 p.m., GSC 1214  
 Wednesday, October 23, 2019 from 9-11 a.m., GSC 2014

Thursday, November 14, 2019 from 2-4 p.m., GSC 1214

[Top](#)

## **Workday Training Changes and Update – Week of November 12**

Workday Training changes have been posted online. This week's updates include updates to Compensation, Performance and Goals, and Staffing. Training changes include Updated Job Aids regarding Change Job, Add Additional Job and Switch Primary Job. As well as two new job aids for Manage Search Committee and Mark Pre-Hires for Deletion. Full details about these updates are found on the [Workday Weekly Updates webpage](#).

[Top](#)

---

## **PAYROLL**

### **Holiday Pay**

As per System Policy 31.04.01 System Holidays Section 1.3, if an employee has unpaid Time Off for the entire workday immediately before or after a holiday, they **should not** be compensated for the holiday(s). The employee or Absence Partner should submit Unpaid Time Off to make sure the employee is not paid for the holiday(s).

[Top](#)

### **November 21, 2018 Biweekly Pay Date**

*Please share this information with employees in your department.*

Due to early release on Wednesday, November 21, 2018, **individual payroll checks need to be picked up at Payroll Services by 11:00am**. Payroll Services will close at 11:00am on the 21<sup>st</sup> and reopen on Monday, November 26, 2018 at 8:00am due to the Thanksgiving holidays.

[Top](#)

### **Paid Holiday / Early Release Not on Timesheet**

In order to get the time blocks to create for early release, paid holidays, and inclement weather events, the calculations need to run on the timesheet. These calculations run automatically when employees enter/update time. If an employee does not have worked time to enter or update (paid time off, holidays all week) or they entered all time prior to the event being added to the calendar, they should *Run Calculations* on their time sheet. You can find the option to "*Run Calculations*" in the Enter Time menu at the bottom left of the employee's time sheet. The time sheet needs to be submitted and approved for the time to pay.

Alternatively, Timekeepers can choose to run calculations for everyone or groups of individuals.

Run Time Calculations for a Date Range:

1. Search for Run Time Calculations for a Date Range report.
2. Select the workers for whom you'd like to run calculations.
3. Enter Run Frequency [Run Now].
4. Enter a Request Name.
5. Select a Start Date and End Date to define the date range for calculations.
6. Click OK to run process.

[Top](#)

---

## **WELLNESS WORKS!**

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

### **Fitness Session Cancellations for Thanksgiving Break**

On-campus fitness classes will be cancelled from Tuesday, November 20 starting at 4:45pm through Friday, November 23. All classes will resume on Monday, November 26.

- Piranha fitness sessions will run on a modified schedule. Visit the [Piranha Fitness Studio schedule](#) for details.

[Top](#)

### **Get Real: Find Out What Retirement May Cost and How to Prepare**

*Presented by Lincoln Financial Group*

**Thursday, November 29 | 3:30 pm - 4:30 pm | General Services Complex 101A**

Join **WELLNESS WORKS!** and Lincoln Financial Group for an opportunity to enhance your financial well-being through money management. It is never too early to establish retirement income goals! Start now by envisioning your financial future and learn the small steps you need for transitioning from saving to spending.

To attend the live event, [register here](#). Access the live video stream on [TTVN](#).

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

**WELLNESS WORKS!**

[Top](#)

### Wellness Happenings for November

Check out the *WELLNESS WORKS!* monthly newsletter [here!](#) This newsletter includes a variety of wellness topics and event registration information including:

- National Family Caregivers Month
- Deer Oaks EAP Employee Enhancement Newsletter
- **Eat Well, Be Well! Nutrition Series** [Survey](#)
- **FREE Financial Counseling on Campus** – Nov. 13 & 14

[Top](#)

### Fitbit Corporate Wellness Program – Special Holiday Storefront open through December 31, 2018

*WELLNESS WORKS!* is excited to announce that our wellness partner, Fitbit™, is offering a special, limited time promotion on select trackers and smartwatches! Through this offer, benefits-eligible faculty and staff are eligible to purchase up to 3 select Fitbit devices at our preferred discounted price through December 31, 2018!

- [Fitbit Special Holiday Store HERE](#)
- Enter your personal PROMO code (your Employee UIN)

Learn more at [wellnessworks.tamu.edu/physical/Fitbit](http://wellnessworks.tamu.edu/physical/Fitbit).



Division of Human Resources  
& Organizational Effectiveness

**Questions?** [HRnetwork@tamu.edu](mailto:HRnetwork@tamu.edu) | 979.862.4153 | 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](http://employees.tamu.edu/liasons)

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