



HR LIAISON NETWORK NEWS

November 25, 2019 | Share the following information within your departments as appropriate.

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HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

HR Liaison: Form I-9 and Guardian Training Now Available

This course will cover Form I-9 basics as well as a general review of how to use Guardian to complete form I-9s. This course is recommended for all I-9 Processors, regardless of years of experience. Sections of this course are open for registration in [TrainTraq](#).

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Form I-9 Reminders

HR Liaisons have the responsibility to monitor Guardian for outstanding items for new employees. Your To Do List should be monitored closely until all items have been received and processed for your new hire. Items to monitor include: marking an I-9 complete, missing SSNs, reverifications, amendments, etc.

Please send any questions to UIN-I9@tamu.edu.

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Special Note for Student Status Positions and Placement in a Temporary/Casual Positions

If certain criteria are met, workers in a student status (graduate or undergraduate) may be placed in a temporary/casual position without posting. Each component must be met:

PAYROLL REMINDERS

November 26:

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

December 2:

- Monthly Pay Day
- #20-07 Current Timesheets, Workday BP Approvals, Lump Sum Payouts & PPRs due at 11:00am
- #20-07 Pay Calculation Results Report available at 12:00pm

[Payroll Processing Calendar Key](#)

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- The student employee can no longer be employed in a student title due to graduation or other circumstances that prevent a student title from continuing to be used, and
- The employing department has a business need to continue the former student's employment in the same capacity without a break in service, and
- The employment is in a temporary/casual position not to exceed duration of 4.5 months, usually within the same fiscal year.

A **Change Job** must be processed in Workday. Use Data Change – Position Title Change for the reason for this request. The Job Profile will need to be updated to Program Aide, and the Worker Sub-Type will need to change to Temporary/Casual. Workday will require that the department indicate an end date on which the temporary employment will close. In these instances, a Criminal Background Check is not required. For further information regarding Temporary/Casual positions, please reference the [Temporary/Casual Position Guidelines](#) on the HR website.

For questions regarding this process, please contact Classification and Compensation at 979-845-4170 or hrcomp@tamu.edu for Texas A&M or hschr@tamu.edu for HSC departments.

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Dual Employment Reminder

For both the Dual Employment Template and/or Agreement Form, the primary department (and other departments if the employee already has multiple jobs) need to be in agreement regarding the new additional employment. The department(s) where the employee currently works can deny the employee's additional job. The Add Additional Job business process must be approved by HR and successfully completed in the Workday system prior to the employee commencing additional employment at Texas A&M University. The Dual Employment Agreement Forms must be submitted to HR for review prior to the employee commencing additional employment in a State position.

For questions regarding dual employment for student and staff positions, contact Classification and Compensation at 979.845.4170 or by email at hrcomp@tamu.edu. HSC departments should contact hschr@tamu.edu. Resources on Dual Employment may be found at <https://employees.tamu.edu/compensation/job-changes/>.

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Workday Training Update – Week of November 11, 2019

- Updated Job Aids
 - *Manage Your Personal Information* – updated the verbiage in the overview section to call out the editable fields (gender, date of birth, race/ethnicity, citizenship status and nationality); added two bullets in the important information section calling out that military status is not editable and relaying directions on how to enter and update veteran status in Workday
- WebEx Decks/Recordings
 - *Spotlight on Costing Allocations* – explains how costing allocations are set up within Workday, the various levels of costing allocations, the key components of the task, and how costing allocations function with Workday and FAMIS; video and the Q&A are posted along with the deck
- eLearning
 - *Working in Workday* – in revision; split into Employee version and a Manager version

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Correct, Cancel and Rescind Workday Business Processes

Departmental HR Contacts and Managers, typically the security role that initiated the action, have the ability to perform the following actions in Workday:

- *Correct* a business process that is complete
- *Cancel* a business process that is not yet complete
- *Rescind* a business process that is complete

Please review the *Correct, Cancel and Rescind* job aid available in [Workday Help](#) to learn how to perform these actions.

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Workday Services Education and Training: December 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: HROE encourages all **HR Contacts** that work with Faculty and Graduate Assistants to join the webinar.

Workday Wednesday: Summer Appointments | December 11, 2019 | 10:30am-11:30am

Description: This webinar will review *best practices for extending appointments of Faculty and Graduate Assistants into the summer semester. Guidance will be given on the recommended staffing events and any compensation, benefits or payroll implications.* An update on the *impact to FAMIS encumbrance and how you can best manage budgets* will also be provided during the session.

Target Audience: HR Partner, Benefits Partner, Payroll Partner, Budget Partner

Link to Meeting: <https://tamus.webex.com/tamus/j.php?MTID=m3183eeb8ea4cf0fbb484af57bcf91440>

Password: Workday

Dial in Audio: 1-415-655-0003

Access Code: 927 168 241

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Onboarding

When new employees work through their onboarding tasks in Workday, please encourage them to fully complete their demographic information, such as date of birth, race/ethnicity, citizenship, nationality, and veteran status. This information expedites benefit enrollment, helps us to analyze our workforce, and provide accurate information for data requests.

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Reference Checking Service

A few weeks ago, 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. Please click [here](#) to see more information about Xref and upcoming training opportunities. 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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Glassdoor Partnership

HROE entered into a partnership with Glassdoor, one of the world's largest job and recruiting websites, to enhance our institutional brand as well as highlight our open positions. As a result, we are seeing an increased flow of applicants from Glassdoor. Additionally, we are using display ads to reach minorities and veterans to raise awareness of our brand and to provide abundant opportunities to apply for our postings.



Lastly, high priority and/or hard-to-fill positions are being sponsored to bring these jobs to the top of a candidate's search, increasing the likelihood of a larger, richer applicant pool. If you have a position you would like sponsored on Glassdoor, please contact Carmen Garcia, clgarciap@tamu.edu. Please [visit our company site on Glassdoor](#) to write a review and to follow TAMU on Glassdoor.

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PAYROLL SERVICES

#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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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.

See [Holiday Time Off, Early Release and Timesheets](#) on Payroll Services website for more information.

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Updated Instructions – Pay Calculation Results for a Period Report

The Pay Calculation Results for a Period Report was recently updated with three new checks boxes noted below; the “*Only Return Positive Results*” box is checked by default. Generating your report with the default setting will give you a report similar to the one you have been used to seeing. However, potential errors such as zero gross and zero net are not included. Payroll Services recommends you run the default report first to review current results, then rerun the report by unchecking the “*only return positive results*” box and checking both of the “*...equal to zero*” boxes. If you leave all boxes unchecked you get a very large report with all pay calculation result lines for specified pay periods. We suggest running the larger report (all boxes unchecked) and compare it against the default report to see which one better suits your department’s needs.

Default – Run first

- Only Return Positive Earnings
- Only Return Net is Equal to Zero
- Only Return Gross is Equal to Zero

Run Second Report

- Only Return Positive Earnings
- Only Return Net is Equal to Zero
- Only Return Gross is Equal to Zero

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Holiday Pay

As per System Regulation 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).

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WELLNESS WORKS!

Please share the following information with employees in your department.



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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Be of Sound Finances: Financial Counseling

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!

- **Lincoln Financial Group – [RSVP](#)**

Wednesday, December 4
9:30am – 1:30pm | GSC 1201

- **TIAA Financial Group – [RSVP](#)**

Wednesday, December 4 Thursday, December 5
8:30am – 11:30am | GSC 1201

- **AIG Financial – [RSVP](#)**

Tuesday, January 28
8:30am-11:30am | MSC L524

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Flourish at Texas A&M – Coming in 2020!

We are excited to announce that Flourish at Texas A&M will launch in January 2020! This program will replace *WELLNESS WORKS!* as the new official employee wellbeing and engagement program for Texas A&M. Spearheaded by President and Mrs. Young, Flourish is designed to ensure Texas A&M employees are living their best lives by aligning their time at work with their overall wellbeing by offering opportunities to explore employee interests, build community, and be in service to others.

Watch for more details about Flourish at Texas A&M in January 2020. Until then, you can join the Flourish community and stay in the know about classes and events by [pre-registering for the mobile Flourish App](#). Staff and faculty who register for the Flourish App before midnight on Thursday, December 12 will be entered for a chance to win a wellness package that includes first edition Flourish swag, administrative leave, and a catered lunch for you and your co-workers! Contact flourish@tamu.edu for more details.

Thank you all for your support of *WELLNESS WORKS!* over the years. Now, we encourage each of you to go forward and Flourish at Texas A&M!

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ANNOUNCEMENTS

Nominating Students for Student Employee of the Year

Sent on behalf of the Student Employment Office

Not sure what is the most effective way to write a nomination for Student Employee of the Year?

Join The Student Employment Office on December 3, for a workshop on how to craft an impressive nomination. The workshop led by Jennifer Hancock, Program Coordinator for the Division of Enrollment & Academic Services, will focus on educating attendees on how to incorporate examples to describe exemplary work, rather than simply using adjectives and praise.

Space is limited, so [register](#) now.

Date: December 3, 2019

Time: 1:00pm-2:30pm

Where: Pavilion Room 236

If you are not able to attend in person, this workshop will also be available live via Zoom. If you are joining us by Zoom, please DO NOT register through ERS, for this registration is reserved for face-to-face attendants. You can join the Zoom Meeting here at <https://tamu.zoom.us/j/541505231>. The meeting ID is **541 505 231**.

For more information on the eligibility criteria for Student Employee of the Year visit <https://jobsforaggies.tamu.edu/Student-Employment-Week/National-Student-Employment-Week.aspx>. Please note that the link to nominate your student employee will also be located here, but not available until January 4, 2020.

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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/liaisons

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