



# HR LIAISON NETWORK NEWS

November 26, 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](#)

[HR Liaison Training Registration Now Available](#)

[President's Meritorious Service Awards Nominations](#)

[TOMORROW: Onboarding Deep Dive WebEx](#)

[Recruiting/Hiring Tips](#)

[NEW! Shared Email Account for UIN and I-9 Inquiries](#)

[Edit Government IDs Task in Onboarding Business Process](#)

### WELLNESS WORKS!

[Get Real: Find Out What Retirement May Cost and How to Prepare](#)

[Wellness Happenings for November](#)

[Fitbit Corporate Wellness Program](#)

## PAYROLL REMINDERS

November 26:

- Monthly Pay Calculation Results Report refreshed at 10am

November 29:

- #19-07 **RETRO** Timesheets & Workday Retro BP Approvals due at 5pm

December 3:

- Monthly Pay Day
- #19-07 Current Timesheets, Workday BP Approvals, Lump Sum Payouts & Supplements due at 11am
- #19-07 Pay Calculation Results Report available at 12pm

[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 who want to discontinue their Student Health Insurance Plan (SHIP) and enroll in Texas A&M Graduate benefits must do so on or before **December 20, 2018**. HR Liaisons should compile a list of these students including their UINs, email addresses and contact numbers. Then, send this list to their Benefit Services Representative for further handling.

[Top](#)

### HR Liaison Training Registration Now Available

As promised in our recent HR Liaison Network Meeting, the following HR Liaison training courses have been added in [TrainTraq](#). HR Liaisons may register and attend any of the available courses that start in December; seats are limited. More courses and sections will be announced soon.

- Foundational Courses (required of all HR Liaisons)
  - 2113629 – HR Liaison: Organizational Consulting & Resolution Management Overview (Classroom)
  - 2112540 – Performance Management: Supervisory Best Practices (Classroom)
  - 2111242 – Fostering Respect in a Diverse Workplace (Classroom)
  - 2112304 – Hiring Supervisors: Strategies for New Employees Success (Online)
  - 2112756 – Comp Time Issues for Supervisors (Online)
- Functional Courses (required based on Workday security role access)
  - 2113628 – HR Liaison: Position Descriptions and Hiring Procedures (Classroom session for HR Contact, I-9 Processor, Recruiting Coordinator, Talent Analyst roles)

- 2113630 – HR Liaison: Fair Labor Standards Act – FLSA, Working Hours (Classroom session for Absence Partner, HR Contact, Timekeeper roles)
- 2113632 – HR Liaison: Paying Employees in Workday (Classroom session for Absence Partner, HR Contact, Timekeeper roles)
- 2112731 – Nonresident Alien Tax Issues and the Glacier Processing System (Online Course for HR Contact and I-9 Processor roles)

After the first of the year, all HR Liaison training transcripts will be reviewed. Those who did not attend or complete their training in December will be assigned the required courses in TrainTraQ. Questions concerning HR Liaison training may be directed to [hrnetwork@tamu.edu](mailto:hrnetwork@tamu.edu).

[Top](#)

### **President's Meritorious Service Awards Nominations Opening in January 2019**

The nomination period for the 32<sup>nd</sup> Annual President's Meritorious Service Awards will open in early January. The award ceremony is scheduled for the morning of April 22, 2019 and will kick-off the 2019 Staff Appreciation Week. Additional information about the award program, including nomination and ceremony details, will be announced on January 2, or check back to our website at [employees.tamu.edu/pmsa](http://employees.tamu.edu/pmsa) for updates. Questions concerning these awards may be directed to [EmpIRecognition@tamu.edu](mailto:EmpIRecognition@tamu.edu) or 979.845.6287.

[Top](#)

### **TOMORROW (11/27): 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](#)

### **Recruiting/Hiring Tips**

*Uploading Hiring Process Documents:* To expedite the recruiting process in Workday, hiring process documents need to be uploaded to the HROE Recruitment [Secure Document Server](#) as soon as possible once a candidate is chosen. It is preferable to have these documents uploaded prior to making the candidate an offer. Candidates cannot be moved forward in the *Ready for Hire step* until complete documentation has been uploaded, reviewed and authorized by HROE Recruitment.

*Recruiting Process:* It is recommended that candidates be moved through the process in real-time in Workday. Initial Review → Screen → Interview → (*Upload Documents to Secure Document Server*) → Offer → Background Check → Ready for Hire.

[Top](#)

### **NEW! Shared Email Account for UIN and I-9 Inquiries**

As you may recall, HROE migrated shared email boxes to a ticketing system to help manage inquiries as well as improve communication and services. Questions regarding the UIN and Form I-9 processes can now be sent to [UIN-I9@tamu.edu](mailto:UIN-I9@tamu.edu). Sensitive and/or controlled information including completed I-9s or social security numbers **should not** be sent via email. Please consult the updated job aid, which provides sample inquiry types to help identify which department and shared email address to use. Inquiries sent to the incorrect shared email address will automatically be reassigned to the appropriate department by HROE staff. To further enable timely service, please keep in mind the following:

- Address your email to only one department and include the 'Inquiry Type' in the subject line.
- Please do not copy multiple departments (cc) as this may delay a response (multiple departments will have to coordinate who is responding).
- Once the ticket is closed, please do not respond back with 'thank you' – it reopens the ticket.

Questions regarding the ticketing system may be directed to [HR-feedback@tamu.edu](mailto:HR-feedback@tamu.edu).

[Top](#)

### **Edit Government IDs Task in Onboarding Business Process**

HR Liaisons are encouraged to remind their benefits-eligible new hires to complete the *Edit Government IDs* task in Workday. If the employee does not have a Social Security Number (SSN), they can submit the step and Edit ID Information upon receiving a SSN. The SSN is required for benefits to be activated on the appropriate effective date.

[Top](#)

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## WELLNESS WORKS!

Please share the following information with employees in your department.

### 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 spending to saving.

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

[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](#)

[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).

[Top](#)



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/liaisons](http://employees.tamu.edu/liaisons)

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