



HR LIAISON NETWORK NEWS

November 4, 2019 | Share the following information within your departments as appropriate.

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PAYROLL REMINDERS

November 4:

- #20-05 Current Timesheets, Workday BP Approvals, Lump Sum Payouts & PPRs due at 11:00am
- #20-05 Pay Calculation Results Report available at 12:00pm

November 5:

- #20-05 Timesheets Locked; only Timekeepers can update
- Run Timekeeper Reports
- #20-05 Pay Calculation Results Report refreshed at 10:00am

November 6:

- #20-05 BW Final Pay Calculation Results Report available at 2:00pm

November 8:

- #20-05 Biweekly Pay Day

[Payroll Processing Calendar Key](#)
[Processing Schedules](#)
[Workday Tools](#)

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

I-9 Updates – Section 3 and Announcements in Guardian

If you have questions about whether to do a new I-9 or add a Section 3 for one of your hires, you can now get that information by going to employees.tamu.edu → Talent Management and clicking the I-9 link under News. Click the [I-9 Basic Knowledge](#) link for a printable one page PDF reference sheet.

Periodically, click your “Announcements” button in Guardian to be aware of upcoming changes, downtime, etc. with Guardian. Of particular note:

- a. E-Verify will be down for a brief time on November 12 at 9:00pm and concluding November 13 at 9:00am. The impact to TAMU should be minimal.
- b. E-Verify Upgrade Sneak Peak webinar on November 7 at 11:30am.

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HSC HR Liaison Training Deadline Extended

The deadline of December 31, 2019 for HSC HR Liaisons to complete their Foundational and Functional courses is being extended. Additional methods to complete these courses will be offered in the new year to better accommodate our remotely located HR Liaisons. The deadlines will be updated in TrainTraq. If you have any additional questions, please email hrnetwork@tamu.edu.

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Reminder and Updates Regarding Fair Labor Standards Act Exemption Status

Human Resources and Organizational Effectiveness has emailed each Division a list of employees impacted by the revised salary threshold, as well as options that may be taken to preserve a position’s exemption, as applicable. The deadline for returning the Division list to Human Resources and Organizational Effectiveness with final decisions is Tuesday, November 5th at 5:00pm (unless a different deadline was provided to or discussed with your college/division).

Updated [Fair Labor Standards Act FAQs](#) have been added to the [Fair Labor Standards Act \(FLSA\)](#) resource page. Questions have been revised and added to encompass the new salary threshold and those impacted by this change.

Additional information is forthcoming to HR Liaisons related to employee and supervisor communications, the process for Workday to implement changes, and approval documentation.

Informational sessions and FLSA Working Hours workshops have been scheduled and are open for registration through [TrainTraq](#). 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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Alert - Error Messages on Business Processes

The System offices was notified by Workday that there is a potential that you could receive an error when running business processes. Unfortunately, we do not have any more specifics regarding which business processes and Workday has not communicated a workaround. Workday is diligently working the issue and we will keep you informed.

Notification from Workday:

Some users may experience stack trace errors on business processes.

Sample Error:

"Page Error: Empty Required Parm Role--IS (1\$37) XpressO Call Stack Trace= ..."

This may impact the ability to complete a business process. At this time, there is no workaround. We are actively working to resolve the error and we will update this alert with our progress.

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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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Professional Development Course Offerings

Professional Development is in the process of revamping how we develop employees to better meet the needs of the Texas A&M community. In the meantime, as we are committed to serve the Texas A&M community during this time of transition, we will continue to offer some of our most popular courses through July 2020. Please see the planned course offerings at: <http://training.tamu.edu/schedule>. With our new direction, we are already offering new Workday courses for employees and HR Liaisons; watch for more information coming soon on other new offerings to transform competency development!

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Workday Service Dates and What They Mean

The following service dates are utilized in Workday. All other service dates in the Edit Service Dates process will not be in use for now:

- **Hire Date** or **Contract Start Date** – Automatically populated from the most recent Hire or Contract Contingent Worker process into Workday. **IMPORTANT:** This does not always align with Hire Date into current position if employee was already in Workday.
- **Original Hire Date** – Automatically populated from the earliest Hire Date. Enables you to track when a worker was first employed by the organization. Converted Original Employment Date from BPP. If there was a break in service, this date will be the hire date after the break in service.
- **Continuous Service Date** – Automatically populated from the most recent Hire Date. Enables you to give credit for past employment. Used in Workday's standard 'length of service' calculations and is not used for TAMUS or state of Texas service date. Converted Current Employment Date from BPP.
- **Length of Service** – Automatically calculated from the Continuous Service Date to the current date or termination date. Length of Service is not to be used as the TAMUS or state of Texas length of service.
- **Time Off Service Date** – Enables you to track time off (vacation) eligibility based on a different service date; to be edited during the Onboarding process. Converted Time Off Service Date is based on 6 month eligibility from LeaveTraq and BPP.
- **Retirement Date** – Automatically populated from the Add Retiree Status date. Converted Retirement Date from BPP. This date will only be used for actual retirement date. The only time the date would be changed is if there is documentation that a converted date was incorrect.

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Training Compliance Reports for November – As of November 1, 2019

Attached is the monthly Required Employee Training Assignments Report for System-required employee training. Please check TrainTraq for pending assignments for your department's employees. If you have questions, please contact pdinfo@tamu.edu.

Summary

- The total number of past due assignments decreased 26.3% from 2312 to 1704.
- The total number of past due employees decreased 29.5% from 1140 to 804.
- The total number of past due Faculty employees increased 0.3% from 301 to 302.
- The total number of past due Budgeted Staff employees decreased 33.6% from 250 to 166.
- The total number of past due Wage Staff employees decreased 49.4% from 176 to 89.
- The total number of past due Graduate Assistant employees decreased 42.0% from 50 to 29.
- The total number of past due Student Worker employees decreased 39.9% from 363 to 218.

Required Employee Training Compliance Key Performance Measure

- Percentage of employees in M Workstation ADLOCs up-to-date or current on five required courses:
 - Creating a Discrimination-Free Workplace, EEO – 98.2%
 - Ethics – 98.0%
 - Information Security Awareness – 97.0%
 - Orientation to the A&M System – 99.1%
 - Reporting Fraud, Waste and Abuse – 98.7%
 - Required Training for Athletics Task Workers – 95.3%

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PAYROLL SERVICES

Death of Active Employee

When you receive notification that an active employee has passed away, please email payrollprocessing@tamu.edu as soon as possible. In many cases, payroll payment cancellation and direct deposit reversal must be initiated by the department, especially if an employee deceases after the current biweekly or monthly business process approval deadline but before actual payday. The payment in process must be halted so final regular pay can be refigured and taxed correctly. Payroll can assist you in review of their final regular pay status and needed payouts. For more information please see [Death Benefits & Final Regular Pay](#) on our website.

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WELLNESS WORKS!

Please share the following information with employees in your department.

WELLNESS WORKS!

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!

- **Lincoln Financial Group – [RSVP](#)**
Wednesday, November 6 | 9:30am – 1:30pm | GSC 1203
- **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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10 Minutes – All it takes!

You are invited to participate in this year's [Texas Walks](#) happening on Friday, November 8 at 10:00am. On this day, individuals, organizations, schools, and communities across Texas gather together to walk for 10 minutes. Just 10 minutes a day can help you think better, relate better, and feel more connected to the world around you. Positive health benefits include decreased risk for cancer, diabetes and heart disease. [Register](#) and pledge to walk for 10 minutes! When you do, thousands of other Texans will be walking beside you.

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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

Hiring Red, White & You! Veteran's Job Fair Nov. 7

Proudly supporting and hiring Veterans! Visit the Texas A&M HR booth at the "Hiring Red, White & You Job Fair" Thursday, November 7. 10:00 am - 2:00 pm at Workforce Solutions Brazos Valley - 3991 E 29th St Bryan. This Job Fair connects Texas veterans and their spouses with Texas employers who value the experience, discipline and other exceptional qualities inherent with a military background. If you would like to attend this job fair with HR, please send an email to jobs@tamu.edu with the subject line: Job Fair. [Learn more here.](#)

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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
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