



HR LIAISON NETWORK NEWS

October 28, 2019 | Share the following information within your departments as appropriate.

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PAYROLL REMINDERS

October 31:

- #20-05 **Retro** Timesheets and Workday Retro BP Approvals due at 5:00pm

November 1:

- Monthly Pay Day

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

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

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

Record Form I-9 – Guardian Integration with Workday

An integration between Guardian and Workday will be moved to production later this week. This means that all Onboarding events waiting for the I-9 Partner will be completed automatically. Several of you have been diligent in trying to complete the remaining onboarding events for your new hires and have been letting us know about the *Record Form I-9 To Do* that is awaiting action. Please do not send an email about this step since this will now be done by the integration.

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Guardian Updates and E-Verify Process Changes

Texas A&M participates in E-Verify. LawLogix, the company who maintains our Guardian I-9 system, has made some changes to Guardian in response to changes in the E-Verify process. Some of these changes will impact what information is entered into Guardian and how documents are uploaded. Please review the announcement and resources provided by LawLogix to stay current on E-Verify processes and take advantage of training opportunities.

LawLogix will be applying the newest version of E-Verify to the Guardian application the week of **November 11th**. To assist in preparing for this update, our training team has updated multiple E-Verify guides with the upcoming changes. These tutorials are now available within the Guardian Help module and include the following:

- [Employment Authorized Result](#)
- [Typographical Errors](#)
- [Late Submission](#)
- [Duplicate Case Alert](#)
- [Photo Matching Tool](#)
- [In Person Tentative Nonconfirmation](#)

Helpful Resources

Aside from the updated tutorials, we developed several informational items you will find helpful.

- **E-Verify Upgrade FAQ:** To familiarize yourself with the changes planned for the E-Verify upgrade, read through our collection of Frequently Asked Questions. The entire document may be viewed here: [E-Verify Changes FAQ](#).
- **E-Verify Upgrade Sneak Peak:** For a sneak peak of the E-Verify updates within Guardian, [watch the recorded webinar conducted by our training team October 2nd](#).

Next Steps

The LawLogix team is conducting an updated training webinar prior to the E-Verify upgrade to review the workflow changes and Guardian updates. Follow the link to reserve your spot for this live event.

- [Thursday, November 7, 2019 at 9:30a.m. \(PST\)/12:30p.m. \(EST\)](#).

Please continue to monitor the Announcements module in Guardian for updates.

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UIN Required On All New Hires

To expedite the *Hire* Business Process in Workday, the employee's UIN must be included in the comments section when the process is initiated (either from a Job Requisition or from the Hire Employee task). Failure to include the UIN in the comments will result in delays processing your new hire. If you forget to include the UIN, please email UIN-I9@tamu.edu immediately with the Subject line <<Enter New Hire's Name>> UIN (i.e. Jamie Johnson UIN). Please include the full legal name and UIN of the new hire in the body of the email. Use this subject only if you have forgotten to include the UIN in the comments section.

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TWC Civil Rights Division Audit

Texas A&M University has received notice of an upcoming review of personnel policies and procedural systems by the Civil Rights Division of the Texas Workforce Commission (TWC). This review could also include a review of personnel files and our compliance with the required training course "Creating a Discrimination-Free Workplace".

HR Liaisons are responsible for maintaining personnel records (paper or digital) of all employees in their department. Please see the [Official Personnel Records](#) page on the OCRM website for more information regarding personnel records to ensure all employees' records are complete.

As a reminder, all employees (faculty and staff) must complete required training as per [System Regulation 33.05.02](#). A list of employees out of compliance as of October 27 and employees who might become out of compliance within the month of October is attached. HR Liaisons should identify the employees within your designated responsibility who will be due to take the course on or before October 31, or who may already be past due, and ask them to take action now to complete this course.

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Transferring of Personnel Files

According to Standard Administrative Procedure 33.99.99.M0.01, *Official Personnel File* Section 3.2 states: "When an employee transfers to another department within Texas A&M, the employee personnel records are transferred to the new employing department." Additionally in section 3.3 it states: "if an employee terminates employment with TAMU and subsequently returns to work for the University, the personnel records should be transferred to the new employing department if the personnel records have not met destruction date in accordance with System records retention schedule."

If you have any questions regarding this policy, please contact OCRM at ocrm@tamu.edu or 979.862.4027 for further guidance.

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Nepotism (Relative Disclosure Form) Update

While getting ready to finalize the disclosure process in Laserfiche, we ran in to a few technical difficulties and we are working through those now. Once the technical difficulties are addressed, we will send the email to University employees letting them know to submit their Employment of Relative Disclosure Form through the Laserfiche process. In the meantime, we have updated our [website](#) with additional resources such as: the Policy, SAP, flowchart, FAQs, and a PowerPoint presentation explaining the approval process of the disclosure form in Laserfiche.

If you have any questions or would like for OCRM to deliver a training on the Employment of Relative Disclosure Form process, please contact OCRM at ocrm@tamu.edu or 979.862.4027.

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New Employee Welcome (TAMU NEW) Session Friday, November 8 – Please Register by Tuesday, November 5

Please forward this information to all hiring supervisors and encourage them to register their new employees. The next session of *New Employee Welcome (TAMU NEW) Session* will be held Friday, November 8 from 9:30 a.m. to 2:00 pm (lunch included) in the General Services Complex. All employees welcome. Employees can register online at: <http://training.tamu.edu/schedule/#EmployeeOrientations>. If you would like to hold a seat for an incoming employee who is not yet on TrainTraq, please call 979.845.4153.

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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 and save webinar information from the TrainTraq confirmation provided after registration. This information will not be publicly available.

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PAYROLL SERVICES

Time-Off Approval for Biweekly

Time-off requests can be done as a standalone process (preferred method) or can be requested during timesheet submission. If a standalone time-off request is approved by the Manager, this will pay to the employee even if their timesheet is not approved by the manager or timekeeper or the employee submits no time.

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Dual-Employed Timesheet Approval Issue

When a manager approves time sheets from their Inbox or the Review Time report, only the time submitted for the position they manage should be approved. When a manager submits and approves from the timesheet *on behalf of the employee*, all time for all positions are submitted and approved; this is a known gap in functionality of Workday. Best practice is that employees should enter and submit their own time and the manager should approve via their Inbox or the Review Time report.

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WELLNESS WORKS!

Please share the following information with employees in your department.

3D Mammogram Mobile Screening Event

Presented by Assured Imaging Healthcare in Motion

Tuesday, October 29 & Wednesday, October 30 | 8:00 am - 5:00 pm | [GSC Lot 88](#)

**Parking is available in Lot 88 with any valid TAMU parking permit.*

WELLNESS WORKS! has partnered with Assured Imaging Healthcare in Motion to host an on-campus, digital mammogram screening for employees - no referral necessary. Most major insurance accepted, including Blue Cross Blue Shield of Texas. A woman is eligible for a digital mammogram-screening if she:

- Is at least 40 years of age
- Has not had a previous mammogram in the past year
- Has no current breast problems or complaints
- Women between the ages of 35-39 can receive one baseline mammogram without a doctor's order

To schedule an appointment [visit online](#) or call (888) 233-6121. For questions about the screening, contact Info@AssuredWW.com

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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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Final Chance to Take the [2019 Employee Health & Wellness Fair Participant Survey](#)

Thank you for participating in the 2019 Employee Health & Wellness Fair sponsored by *WELLNESS WORKS!* on Tuesday, October 1. Complete this short survey to provide feedback that will be used to enhance future wellness events. This survey will close at 5 pm on Friday, November 1. We encourage you to check out our website <https://wellness.tamu.edu/> for additional wellness offerings.

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We've Updated the Fitbit Store Front!

NEW! We have added **Fitbit Versa 2** and the **Fitbit Aria Air** to our [store front](#). These are the newest, most up to date fitness devices that Fitbit has to offer exclusively to Texas A&M University faculty and staff. Learn more about our [Fitbit corporate wellness program 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

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