



HR LIAISON NETWORK NEWS

October 5, 2020 | Share the following information within your departments as appropriate.

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

- ★ [Six More Flu Vaccine Clinics During October](#)
- [Registration Open – HR Liaison Network Fall Meeting](#)
- [Workers' Compensation Claim Procedures](#)
- [Past Due System Required Web-based Training \(WBT\) Report](#)
- [COVID-19 Return to Campus Courses](#)
- [October is Disability Employment Awareness Month](#)

PAYROLL SERVICES

- [Vacation Time-Off Payments](#)
- [Department First Level Contact](#)
- [Missed Salary or Hours](#)
- [Zoom Training – Paying Employees in Workday](#)

EMPLOYEE WELLNESS

- ★ [Flourish Events](#)

[TEXAS A&M COVID-19
CAMPUS GUIDANCE](#)

[HROE COVID-19 UPDATES
FOR EMPLOYEES](#)

PAYROLL REMINDERS

October 5:

- #21-03 Current Timesheets, Workday BP Approvals, Lump Sum Payouts, PPRs & Time Off Requests due at 11:00am
- #21-03 Pay Calculation Results Report available at 12:00pm

October 6:

- #21-03 Pay Calculation Results Report refreshed at 10:00am
- #21-03 Timesheets Locked; only Timekeepers can update
- Run Timekeeper Reports

October 7:

- #21-03 BW Final Pay Calculation Results Report available at 2:00pm

October 9:

- #21-03 Biweekly Pay Day

October 14:

- Monthly **Retro** Business Process Approvals due at 5:00pm

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

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

★ Please share this article with employees in your department.

Six More Flu Vaccine Clinics During October

Texas A&M University and CHI St. Joseph Health are making it easy for you to get vaccinated. As we continue to follow COVID-19 social distancing guidelines, we are asking everyone to [register and make an appointment](#).

- **Am I eligible for the flu vaccine?**
All Texas A&M University faculty, staff, retirees, and dependents covered under the Texas A&M Care plan with Blue Cross and Blue Shield of Texas are eligible to receive free flu vaccines.
- **Where are the flu vaccine clinics taking place?**
There are six more pop-up clinics throughout October. We are bringing the clinics to you, with locations

located throughout Bryan and College Station, and upping the convenience factor with walk-thru and drive-thru options. [For the full schedule, visit the flu clinic website.](#)

- **Do I need an appointment?**

Yes. Due to COVID-19 and maintaining physical distancing policies, we ask everyone to register and select an appointment time.

- **What do I need to bring?**

- Insurance card
- Photo ID
- Completed and printed [flu vaccine consent form](#)
- Mask (required)

- **What if the clinic dates don't work for me, or I use a health insurance provider that isn't accepted?**

Most local pharmacies and several grocery store chains offer the seasonal influenza vaccine. To see a list of flu shot clinic locations, go to Flu Vaccine Finder.

Help us spread the word about the flu vaccine clinics by **posting the attached flyer** in your office or emailing it to others!

[Top](#)

Registration Open – Virtual HR Liaison Network Fall Meeting (Virtual)

Registration for the HR Liaison Network Fall Meeting (virtual) is now open. Please register for only one session (morning and afternoon sessions will be identical). The agenda and additional meeting information will be provided in the coming weeks. **We encourage you to wear Pink to the virtual meeting in support of Breast Cancer Awareness month.**

We look forward to seeing you at the meeting! One session will be recorded to accommodate our Qatar campus HR Liaisons.

- **Date: October 27, 2020**

- **Location: Zoom Meeting (details provided when you register)**

- Morning Session: 9:00am-11:30am [Register](#)
- Afternoon Session: 1:00pm-3:30pm [Register](#)

[Top](#)

Workers' Compensation Claim Procedures

The Texas A&M University System Workers' Compensation Insurance is specifically designed to provide medical payments and, in some cases, financial payments to employees on payroll who suffer injuries, occupational diseases, or work-related death in the course and scope of their employment. If an employee files a Workers' Compensation claim and later decides to seek medical treatment or starts missing time from work, please contact the Employee Relations department (employee-relations@tamu.edu) immediately so the incident can be updated to reflect the changes. Also, please submit a "Supplemental Report of Injury" form and "Request for Paid Leave" form if the employee has missed more than one day from work. If an employee misses more than seven days of work, an "Employer's Wage Statement" is required to be submitted as well. These forms are found at employees.tamu.edu/employee-relations/wci/forms.html online. **Note, a monetary penalty may be assessed against Texas A&M by The Texas Department of Insurance, for failing to comply with these procedures and standards.**

[Top](#)

Past Due System Required Web-based Training (WBT) Report

Attached is the monthly Required Training Assignments Report for System-required training. As a reminder, the report format changed based on feedback from multiple groups across the University to make it more meaningful, helpful, and actionable in enabling compliance.

1. The first tab is a summary of past due employees by Executive Level 2.
2. The second tab provides more detail with:
 - Filters to quickly identify specific colleges / divisions and departments with individuals who are past due
 - Highlighting those that are more than 90 days past due and more than 365 days past due.

If you have questions, please contact OrgDev@tamu.edu.

[Top](#)

COVID-19 Return to Campus Courses



In alignment with requirements set forth by Governor Abbott's executive order GA-21 as amended by GA-22, employees are required to complete the following System Office courses in TrainTraq before returning to campus (regular worksite):

- [2114130 : Protocol and Certification for System Member Employees](#)
- [2114131 : Safe Practices for Returning to the Office During the COVID-19 Pandemic](#)

These will be automatically assigned to new employees. Spanish versions are also available. Completing either the English or Spanish version will meet the assignment requirements to complete the courses.

Attached is a report to help monitor completions and incompletions. If you have questions, please contact Organization Development at OrgDev@tamu.edu.

[Top](#)

October is Disability Employment Awareness Month

"Increasing Access and Opportunity" is the theme for 2020's National Disability Employment Awareness Month (NDEAM). This is a nationwide effort that raises awareness about disability employment issues and celebrates the contributions of America's workers with disabilities. Held every October, NDEAM is an opportune time to educate about disability employment issues. For the 9th year, HROE is again supporting the Campaign for Disability Employment, a collaborative effort to promote positive employment outcomes for people with disabilities.

What can YOU do? The campaign's website, whatcanyoudocampaign.org, offers users the chance to learn, express their commitment to disability employment efforts and share their employment experiences. Visit employees.tamu.edu/managers/disability-campaign on the HROE website and use the tools and resources to help Texas A&M spread the message that at work, it's what people CAN do that matters.

[Top](#)

PAYROLL SERVICES

Vacation Time-Off Payments

NOTE: Calculate Hourly Rate of Pay for Monthly paid employees by multiplying their monthly salary, at last accrual, plus allowances and/or recurring emoluments in effect at termination, by 12 then divide by 2080. Biweekly paid with allowances and/or recurring emoluments should contact Payroll Services for assistance in figuring the gross payout.

[Top](#)

Department First Level Contact

Payroll Services has had an increase in faculty, staff and students contacting us directly with payroll or benefit related questions. Employees should first work with [their department or college HR Contact](#) if they have questions or issues regarding their pay. If the HR Contact needs additional assistance, they will contact Payroll Services or HROE Benefits on their employees' behalf. Please make sure all staff know who to contact within the department or college in event of any payroll or benefit related questions.

[Top](#)

Missed Salary or Hours

Missed salary or hours should never be processed using the Request One-Time Payment business process in Workday. There are no one-time payment plan components for this type of pay. Missed regular pay is calculated and processed by the Workday Retro process and paid to an employee on their next regularly scheduled payday (biweekly or monthly). The Workday Retro process works for all timesheets and/or business processes completed and approved by the set deadlines. If you attempt to bypass the retro process and try to pay missed regular pay using a one-time payment plan component such as extra pay outside regular job duty, you are taxing the employee at 22% FIT and, more importantly, running the risk of the employee being overpaid when the retro process picks up the missed pay.

[Top](#)

Zoom Training – Paying Employees in Workday

There is still time to register in TrainTraq for Zoom training by Payroll Services Staff for [Course 2113632: HR Liaison: Paying Employees in Workday](#). The training will be Tuesday, October 13, 2020 from 9:00am to 10:30am. This course is prioritized for active HR Liaisons but is also open to others within a department who have the Timekeeper role or are a delegate who assists their HR Contact or Timekeeper. This is an excellent opportunity to get up to the minute information and have your general payroll questions answered. We look forward to seeing you there!

[Top](#)

EMPLOYEE WELLNESS

★Please share this article with employees in your department.

Flourish Events

Has the pre-election kicked your anxiety into a higher gear that you didn't know was possible? Us too. The weeks leading to Election Day are always intense, but everything happening in 2020 keeps putting us through the mental ringer. Prioritizing wellness is crucial right now.

Special offerings:

- [Walk with Ease](#) | 10/6 | 9:00am – 10:00am
- [Eating Out Right](#) | 10/6 | 11:30am – 12:30pm
- [Business After Hours](#) | 10/8 | 5:30pm – 7:00pm ***join us in-person***
- [Kindred Spirits Fighting Cancer](#) | 10/9 | 11:00am – 12:00pm
- [Pumpkin Patch Stroll & Crafts](#) | 10/11 | 2:00pm – 4:00pm

Fitness Schedule*:

- [Pilates](#) | 10/5 & 10/7 | 11:45am – 12:30pm
- [Yoga](#) | 10/5 & 10/7 | 12:15pm – 1:00pm ***join us in-person at Rec Sports***

*View our entire [fall fitness schedule](#).

Download [our app](#) by searching "FlourishTAMU" in the App Store or Google Play, or access our [web app](#).

Visit our social media on [Facebook](#), [Twitter](#), and [Instagram](#) for contests, connecting with one another, and more.
[Top](#)



Division of Human Resources
& Organizational Effectiveness

QUESTIONS? HRnetwork@tamu.edu | 979.862.3854 | 979.845.4141 | [Who to Contact in HROE?](#)

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

Past LNN issues
are found online:
[HR Liaison Network
News Archive](#)