



# HR LIAISON NETWORK NEWS

October 14, 2019 | Share the following information within your departments as appropriate.

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## PAYROLL REMINDERS

### October 16:

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

### October 17:

- Monthly Pay Calculation Results Report available at 12:00pm
- #20-04 **Retro** Timesheets and Workday Retro BP Approvals due at 5:00pm

### October 18:

- Monthly Pay Calculation Results Report refreshed at 10:00am

### October 21:

- Monthly Pay Calculation Results Report refreshed at 10:00am
- Monthly PPRs & Lump Sum Payouts due at 11:00am
- #20-04 Current Timesheets, Workday BP Approvals, Lump Sum Payouts & PPRs due at 11:00am
- #20-04 Pay Calculation Results Report available at 12:00pm

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

## HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

### HR Liaison Network Fall Meeting 2019 Registration Now Open

Registration for the HR Liaison Network Fall Meeting is now open (held on October 22, 2019). **We encourage you to wear Pink to the meeting in support of Breast Cancer Awareness month.**



Location: General Services Complex, 101A  
Morning Session 8:00 – 11am **OR**  
Afternoon Session 12:30 – 3:30pm  
Check-in & Networking at 8:00am **OR** 12:30pm

**Register by Monday, October 21 at 3:00pm (choose one session)**

**Morning Session Registration [HERE](#).**

**Afternoon Session Registration [HERE](#).**

**Remote HR Liaison Registration [HERE](#)\*\***

**\*\*Remote HR Liaison Registration** is limited to HR Liaisons that are not located in the Bryan/College Station area. The HR Liaison's location will be verified and will be cancelled if the Liaison is not located outside of B/CS.

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### Update Regarding Fair Labor Standards Act Exemption Status

As announced in the September 30th HR Liaison Network News, Human Resources and Organizational Effectiveness are preparing a list of employees impacted by the revised salary threshold. This list will be sent to each Division along with options that may be taken to preserve a position's exemption, as applicable. To supplement these notifications, the Fair Labor Standards Act (FLSA) resource page will be updated continuously at <http://employees.tamu.edu/compensation/flsa/>. Informational sessions and FLSA Working Hours workshops are being scheduled and dates will be added to the same link.

Classification and Compensation is reviewing recently submitted new positions and reclassification actions on exempt staff positions in regards to the revised salary threshold. We are notifying departments if we see the proposed salary is below \$35,568/year (\$684/week or \$2,964/month) for exempt staff positions. During this review, we will discuss available options with the department.

If you have any questions, contact Classification and Compensation at 979.845.4170 or [hrcomp@tamu.edu](mailto:hrcomp@tamu.edu) for Texas A&M, or [hschr@tamu.edu](mailto:hschr@tamu.edu) for the Texas A&M Health Science Center.

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### Onboarding Resources and Reminders for New Employees and HR Liaisons

Onboarding is an interactive process between an HR Liaison and new employee. The process includes Workday tasks as well as the sharing of information specific to the department. Remember, Workday inbox items depend on various characteristics of both the employee and the position. As you work with your department's new employees, please use the following resources to ensure a smooth and welcoming Onboarding process.

#### **RESOURCES**

- [Onboarding Processes by Security Role Reference Guide](#) – available in Workday Help (Education > User Guides > Reference Guides); describes the tasks assigned to the HR Contact, Employee and the various Partner roles
- [Onboarding Job Aid](#) – available in Workday Help (Education > User Guides > Job Aids); describes the Onboarding process in Workday from the Employee perspective; includes screenshots of the Workday inbox items delivered to the new employee
- [Human Resources & Organizational Effectiveness website](#)
- [Who to Contact in HROE](#) resource available on the HROE homepage provides a list of email contacts encompassing various inquiry types
- [Benefit Services website](#) – important information regarding available benefit programs
  - [New Employee Benefits Enrollment](#) – tips for HR Liaisons and benefits-eligible new employees including the SGIP eligibility chart FY2020
  - [Employee Benefits Guide](#) – comprehensive benefits package overview
  - [New Employee Benefit Enrollment booklet](#) – instructions for benefits-eligible employees to add dependents and make benefit elections in Workday
- [Payroll Services website](#) – payroll processing calendars and pay schedules

- [New Employee Welcome \(NEW\) Session](#) – register in TrainTraq
- [New Hire Benefits Orientation](#) – register in TrainTraq
- [Onboarding Status Summary](#) – Workday report; **HR Liaisons should be running the report frequently to ensure the Onboarding process is completed in a timely manner**

## REMINDERS

- **Workday Inbox** – new hires **must work from their Workday Inbox** rather than initiating standalone business processes to complete their Onboarding. If they work outside of the Onboarding business process, they will experience errors that will require additional work in the background before they are able to move along. HR Liaisons, please be sure you share this important reminder with each new hire.
- **Payroll** – Onboarding **does not include any steps that are required** for Workday to **process payroll** for an employee; there is **no task after the *Assign Pay Group* step during the Hire business process that prohibits an employee from receiving a paycheck.**
- **Onboarding Complete** – Workday has “trip points” that indicate the process has enough information to be “successfully completed”, but in reality the process still has several more things to do before being fully completed. **It is vital that HR Liaisons monitor the progress of your new hire/transfer until all onboarding steps in the process have been completed.** Please run the ***Onboarding Status Summary report*** daily until all the onboarding tasks for your positions have been completed and there is nothing remaining to do in the “Not Started” or “In Progress” columns.

HROE will continue to update you as further enhancements are made to the Onboarding business process, including mechanisms to monitor onboarding activities for both the employee and HR Liaison.

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## Benefit Eligibility and Enrollment

Employees of The Texas A&M University System are **eligible** to receive benefits if they meet the following criteria:

- Work at least 30 hours a week, full-time, or
- Work at least 20 hours a week, part-time, and
- Their appointment is expected to continue for a term of at least 4.5 months, and
- Eligible for retirement benefits as a member of the Teacher Retirement System of Texas (TRS) or
- Enrolled in graduate student-level classes at an A&M System institution as a condition of employment

New benefits-eligible employees have a **45-day enrollment period**. If they enroll before, on, or within seven (7) days after their hire date, coverage for them and their dependents can take effect either on their hire date (pay the total premium) or on their employer contribution eligibility date (SGIP – the first of the month after their 60<sup>th</sup> day of employment). If they enroll beyond the seventh day from their hire date, but during their 45-day enrollment period, their coverage can take effect on their employer contribution eligibility date. Please note, the coverages they choose are automatically set to begin on their employer contribution eligibility date. If they want coverage to begin before their employer contribution eligibility date, they need to contact Benefit Services at 979.862.1718 or [benefits@tamu.edu](mailto:benefits@tamu.edu).

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## MDLive Virtual Visits

Virtual Visits is a feature provided by MDLive through Blue Cross and Blue Shield (BCBS) health plan for covered employees and retirees in the A&M Care Plans for a \$20 copay. This alternative to in-person appointments via telephone, online video or the mobile app provides health care for simple, non-emergency medical and behavioral health conditions 24/7/365. To activate an account, review FAQs or find contact information for MDLive Virtual Visits, please visit <https://mdlive.com/bcbstx>.

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## Paying Nonfederal Share of Federal Work Study With Other Federal Funds

The hiring department’s share of a student’s federal work study wages is 25%. Funds from programs sponsored by federal agencies, (such as National Institute of Health, National Science Foundation, etc.) may be used to pay this share, as long as the federal agency programs have the authority to pay student wages. It is the hiring department’s responsibility to contact the appropriate federal agency to see if the program in question does have this authority.

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## Funds Past-due TrainTraq Report

Remind your student employees to complete their state-mandated TrainTraq trainings within 30 days of being hired. Also, continuing student employees and graduate assistants should complete assigned trainings before the assigned due date. The most common response we receive from students replying to email reminders about past due training is that they no longer work for their department. Be sure you are terminating these students promptly in Workday per the University Rule, 33.99.01.M0.04.

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### **Workday Services Education and Training: October Webinars**

Please join us for the following Workday Services webinars in October! These events are open to all, but content will focus on the security roles listed with the webinar description.

#### ***Workday Wednesday: Monitoring Business Processes | October 16, 2019 | 10:30-11:30am***

**Description:** This session will focus on helping your organization get the most out of Workday's functionality. Recruiting, hiring, and any other event in the employment lifecycle can be easier when you understand the business process framework. Discuss how to monitor the business process from start to finish, learn how to read business process definitions and utilize reports to provide further insight.

**Target Audience:** Business Process View Only and HR Partner roles

**Link to Meeting:** [HERE](#)

**Password:** Workday

**Dial in Audio:** 1-415-655-0003

**Access Code:** 928 118 181

#### ***Spotlight on UINs | October 30, 2019 | 10:30-11:30am***

**Description:** UIN Search and UIN Manager help determine a person's identity and allow you to find or create a UIN when hiring new employees. This session will focus on how to accurately complete the process and explain the impacts on Workday and other downstream systems when mistakes are made. Additionally, you will learn best practices for identifying the correct UIN using UIN Search and UIN Manager and the UIN touchpoints in Workday.

**Target Audience:** UIN Partner, Recruiting Partner, HR Partner, **HR Contact**

**Link to Meeting:** [HERE](#)

**Password:** Workday

**Dial in Audio:** 1-415-655-0003

**Access Code:** 926 594 793

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### **I-9 Tips and Tricks**

1. The latest E-Verify standards requires submitting copies of the front and backs of certain supporting documents to E-Verify. **This will apply to the following verification documents:** U.S. Passport, U.S. Passport Card, I-551 Permanent Resident Card, and I-766 Employment Authorization Document. When you select one of these items as verification documents, such as a U.S. Passport, the document retention workflow will have two distinct **required** boxes for uploading **separate images** of the item: one for the ID page and another for the barcode page.
2. New hires who do not have their Social Security Number at the time of employment have 45 days to receive their SSN card. If you have entered a new hire into Guardian who does not yet have their Social Security Number (SSN), that new hire cannot be run through the E-Verify process. **HR Liaisons are responsible for obtaining the SSN** from the new hire and ensuring Guardian is updated.
3. To ensure you can access your new employee in Guardian, **go to Guardian several days before their hire date** and attempt to enter the new employee's information. If you are unable to see the employee or make changes to their existing record, please send an email to [UIN-I9@tamu.edu](mailto:UIN-I9@tamu.edu) to request a change in pay sequence (please provide your pay sequence). This will allow us time to change the employee's information so they will be available to you while they are in your office.

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### **Passport and Visa Changes**

New employees who are working on a visa receive an onboarding task to update their passport and visa information in Workday. This task, called *Passports and Visa Change*, comes to HR Partners for verification and approval of the documents entered. The HR Partner does not have the necessary documents to verify and approve these updates, so beginning Tuesday, October 15, these tasks will be delegated to the HR Contact who initiated the hire. Please complete this task ASAP in order to allow the onboarding process to continue. If you have any questions regarding completing this task, please email [UIN-I9@tamu.edu](mailto:UIN-I9@tamu.edu) for assistance.

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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-19@tamu.edu](mailto:UIN-19@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.

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### TWC Civil Rights Division Audit

As a reminder, all employees (faculty and staff) must complete required training as per [System Regulation 33.05.02](#). We wanted to make you aware that Texas A&M University has received notice of an upcoming review which will take place on October 21 of personnel policies and procedural systems by the Civil Rights Division of the Texas Workforce Commission (TWC). This review also includes a review of our compliance with required training on EEO, known at Texas A&M as the online course, "Creating a Discrimination-Free Workplace".

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A list of employees out of compliance as of September 27 (list includes employees who might become out of compliance within the month of October) was sent out last Monday. We are asking HR Liaisons to 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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## PAYROLL SERVICES

### Missed Salary or Hours

Missed salary or hours should never be processed using the Request One-Time Payment business process. 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.

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## WELLNESS WORKS!

*Please share the following information with employees in your department.*



### Upcoming Events:

- **2019 Texas A&M University Employee Flu Vaccine Clinics**

The Division of HROE has partnered with the Texas A&M Health Family Care, the colleges of medicine, nursing, and pharmacy, and Health Science Center's Office of Interprofessional Education & Research to once again offer flu vaccine clinics to local Texas A&M System employees, their eligible dependents (must be 6 months or older), and retirees who are covered by the A&M Care Plan (Blue Cross Blue Shield of Texas).

In order to get a flu vaccine at one of our clinics, you must complete **two required forms** – the

1. **[Employee/Retiree Registration form](#)** (one registration form per covered family/household) **AND the**
2. **[Vaccine Consent form](#)** (one consent form per person receiving the vaccine)

Dates, times, and locations subject to change.

- Friday, October 18 (11:00am – 6:00pm) Drive-thru clinic, Fan Field Parking Lot

- **Contingency plan: In the event of rain, the flu vaccine clinic will be moved to MSC 2400 (11 am to 3 pm). Check our [website for the most up-to-date location information.](#)**
- Thursday, October 24 (8:00am – 5:00pm) – Rudder Exhibit Hall
- Friday, October 25 (12:00pm – 6:00pm) – HSC HPEB Building

Learn more at <https://wellnessworks.tamu.edu/flu>.

- **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](mailto:Info@AssuredWW.com)**

- **Grow Your Garden: Gardening Club**

*Presented by The Gardens at Texas A&M*

**Tuesday, October 15 | 11:30am – 1:00pm | [The Gardens Pavilion](#)**

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, Water Your Yard Right! Save water, save money, and save your plants by learning the correct ways to water your Brazos Valley lawn. Proper water timing makes all the difference and automatic sprinklers require more knowledge than just "set it and forget it". We will also explore The Gardens' rainwater collection systems and talk about the benefits of setting up your own rain barrels.

**Register for this event [HERE!](#)**

- **Dinner Tonight: Cooking Club**

*Presented by Texas A&M AgriLife Extension Service*

**October 24, 2019 | 12:00pm–1:30pm | [Rec Center](#) Room 2229A | [\(Use South Entry\)](#)**

You are invited to join us for this month's Dinner Tonight: Cooking Club offered through the Texas A&M AgriLife Extension Service's [Dinner Tonight Program](#). This Cooking Club will provide culinary experiences aimed at preparing quick, healthy, cost-effective recipes. This month, participants will have the opportunity to cook the following menu:

**Main Dish:** Stuffed Bell Peppers

**Side:** Vegetable Rice Pilaf

**Dessert:** Texas Fruit Salad

**Seats are limited. Register [HERE!](#)**

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**ANNOUNCEMENTS**

## October is Disability Employment Awareness Month

"*The Right Talent, Right Now.*" is the theme for 2019'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. 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](http://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](http://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.

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## Important: Work Study Reminders

*Sent on behalf of the Student Employment Office*

### Work Study Students Are Prohibited From Working During Scheduled Class Time

Work study students are not permitted to work during times they are scheduled to be in class. Exceptions are permitted if an individual class is cancelled, if the instructor has excused the student from attending for a particular day, or if the student is receiving credit for employment in an internship, externship, or community work study experience. Any such exceptions must be documented and kept on file for three years. The documentation requirement can be met with the presentation of a course syllabus, written memo or email from the instructor that shows the exception. Best practice is for all student workers, regardless of work study status, to not work during scheduled class time.

If you have further questions, please contact the Student Employment Office at [workstudy@tamu.edu](mailto:workstudy@tamu.edu).

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Division of Human Resources  
& Organizational Effectiveness

**QUESTIONS?** [HRnetwork@tamu.edu](mailto: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](http://employees.tamu.edu/liaisons)

View the  
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Network News  
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