



HR LIAISON NETWORK NEWS

September 14, 2020 | Share the following information within your departments as appropriate.

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PAYROLL REMINDERS

September 14:

- Monthly Pay Calculation Results Report refreshed at 10:00am
- Monthly PPRs & Lump Sum Payouts due at 11:00am

September 15:

- Monthly Pay Calculation Results Report refreshed at 10:00am
- Current Monthly BP Approvals due at 5:00pm

September 16:

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

September 17:

- Monthly Final Pay Calculation Results Report available at 2:00pm
- #21-02 Retro Timesheets and Workday Retro BP Approvals due at 5:00pm

September 21:

- #21-02 Current Timesheets, Workday BP Approvals, Lump Sum Payouts, PPRs & Time Off Requests due at 11:00am
- #21-02 Pay Calculation Results Report available at 12:00pm

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

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

Save the Date, October 27 – HR Liaison Network Fall Meeting

LOCATION: Zoom Meeting
DATE: Tuesday, October 27
TIMES: Morning session (9:00 – 11:30 am) and
Afternoon session (1 – 3:30 pm)
Additional details coming soon.

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Workday Enhancements Released September 12



Workday 2020 R2 enhancements now available include an improved user experience as well as updates to staffing, time and absence, compensation and costing allocations, recruiting and performance, payroll, and benefits. For more information regarding the updates, please visit [Workday Help](#) and select *Workday 2020 Release 2 Preview Webinar* from the home page under Education.

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Administering FMLA Leave Which Extends into the New Fiscal Year

Employees may continue to take Family and Medical Leave Act (FMLA) leave from one fiscal year to the next. However, **employees must re-qualify for FMLA leave during the new fiscal year.** The following examples illustrate how FMLA leave should be administered from one fiscal year to the next.

Example 1: *An employee has been using intermittent FMLA in early August. The employee's illness subsides for a period of time and he/she returns to work in late August, but the same condition flares up again on September 15 and he/she begins to miss work on that date.*

Administration: *The employee must re-qualify for FMLA because a new fiscal year begins on September 1. Administrators must conduct a new 1,250-hour test for this employee. The employee's length of service does not need to be considered, as the employee has already established that he/she has worked for the employer for at least 12 months. The new 1,250-hour test should be conducted for the period of September 15 (the new date he/she needs the FMLA leave) through September 15 of the previous year. The employee qualifies for a new 12-week period of FMLA if he/she has worked 1,250 during the 12-month period in question. If records show he/she has not worked the requisite amount of hours, he/she must be notified in writing that he/she does not qualify for FMLA.*

Example 2: *An employee has been using continuous FMLA since July 1 and, according to certification, is not able to return to work until October 10.*

Administration: *The employee must re-qualify for FMLA because a new fiscal year begins on September 1. Administrators must conduct a new 1,250-hour test for this employee. The employee's length of service does not need to be considered, as the employee has already established that he/she has worked for the employer for at least 12 months. The new 1,250-hour test should be conducted for the period of September 1 (the new fiscal year date she needs the FMLA leave) through September 1 of the previous year. The employee qualifies for a new 12-week period of FMLA if he/she has worked 1,250 during the 12-month period in question. If records show he/she has not worked the requisite amount of hours, he/she must be notified in writing that she does not qualify for FMLA.*

Visit the website [Recertification Procedures for FMLA](#) for the form [FMLA Eligibility Notice for a New Fiscal Year](#) and other information. Contact HROE Employee Relations at Employee-Relations@tamu.edu or (979) 862-4027 for questions about FMLA.

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Administering EFMLA Leave in the New Fiscal Year

Emergency Family and Medical Leave (EFMLA), as afforded by the Families First Coronavirus Act (FFCRA), **does not** reset at the beginning of the fiscal year (TAMU fiscal year runs September 1 to August 31). Eligible employees can only take **up to a total of 12 weeks of EFMLA between April 1, 2020, and December 31, 2020.**

As a reminder, eligible employees are limited to a combined total of twelve weeks of leave taken under the **EFMLA and FMLA** during the fiscal year. If an employee has already taken 12 workweeks of FMLA leave during the applicable 12-month period (fiscal year), they may not take additional leave under the EFMLA. As of September 1, 2020, employees are eligible for up to 12 weeks of FMLA until August 31, 2021. However, they are only eligible for any unused EFMLA up to 12 weeks through December 31, 2020.

For additional information, please visit our [FFCRA webpage](#). Contact HROE Employee Relations at Employee-Relations@tamu.edu or (979) 862-4027 for questions about EFMLA.

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★Please share this article with new benefits-eligible Graduate Assistants in your department.

New Graduate Student Employee Benefits Orientation Sept. 16

Newly-hired Graduate Student employees working in benefits-eligible Graduate Assistant positions should attend this benefits overview from a Graduate Student Health Plan representative. No registration is required to attend, just join the online Zoom meeting: **Wednesday, September 16 | 10:30 - 11:30 am | [JOIN HERE](#)**

Questions can be directed to Benefit Services at benefits@tamu.edu or 979.862.1718.

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New Electronic Forms to Request Remote Form I-9

To better serve those requesting a remote Form I-9, we have created two online forms that make those requests easier, faster and more complete than ever before. Please use these forms when requesting Remote I-9 Processes to ensure that you are submitting all the required information directly to our ticket system. If you have multiple requests for remote verifiers, use the link at the top of the form to access and complete the spreadsheet and email it to UIN-I9@tamu.edu. Bookmark the links below for easy access.

[NEW Request a Form I-9 Remote Section 1](#)

The employee will complete Section 1 prior to meeting with the Form I-9 Processor. The department's Form I-9 processor will verify employment verification documents and complete Section 2.

[NEW Request a Remote Form I-9 using an Authorized Agent](#)

The department requests a remote verification of Form I-9 using a third-party to physically verify employment documents for Section 2. The Authorized Agent must have the ability to copy and upload any required documents.

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Reminder – Complete New Form I-9 for Transfers and Add Job

If you are filling a position with a current employee from a different System Member using the *Transfer* or *Add Job* process in Workday, you will need to complete a new Form I-9 for the employee. All Form I-9 processors receive the Workday *To Do* to Complete a Form I-9 for these employees. Failure to do this could result in thousands of dollars in fines.

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Reminder – Training for Form I-9 and Guardian

Sign up for training to learn or review the rules and regulations of Form I-9 compliance. Two training options are available in TrainTraq:

- [2114166: Form I-9 Processor Training](#) – Online training to be completed at your own time and pace. This training is also required for new Guardian users.
- [2114043: HR Liaison: Form I-9 and Guardian](#) – Monthly training delivered via zoom

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★Please share this article with employees in your department.

COVID-19 Guide for Sick/Exposed Campus Members

The University has released a step-by-step [COVID-19 Guide for Sick/Exposed Members](#) to assist students, faculty, and staff in determining what actions to take if they suspect that they have been exposed to, are symptomatic, or have officially been diagnosed with COVID-19. The guide describes the following six steps in depth.

- STEP 1: Stay home when sick or after possible exposure
- STEP 2: Get tested for COVID-19
- STEP 3: Complete the COVID-19 Self-reporting Form
- STEP 4: Notify appropriate campus members
- STEP 5: Self-monitor and get support
- STEP 6: Determine when it is safe to come to campus

We have updated the HROE FAQs [webpage](#) to include this information. Please make sure that you review it, so that you are familiar with the most up-to-date protocol. For additional COVID-19 resources including [the reporting form](#), [faculty/staff testing information](#), and [reporting data](#), visit the [University's COVID-19 website](#).

If you have any questions regarding the COVID-19 reporting process, please contact COVID19Process@tamu.edu. Other employment-related questions may be directed to Employee-Relations@tamu.edu (for Texas A&M employees) or hschr@tamu.edu (for Texas A&M Health employees).

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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.

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PAYROLL SERVICES

Zoom Training – Paying Employees in Workday

There is still time to register in TrainTraq for Zoom training by Payroll Services Staff:

- [Course 2113632: HR Liaison: Paying Employees in Workday](#)
Tuesday, September 15 | 9:00am to 10:30am

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!

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Payroll Services Website Updates

We have added a new webpage with details for handling [Overpayments and Cancellations](#). We have also added a [Partial Month Payment Worksheet FY21](#) to our [Forms](#) section.

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EMPLOYEE WELLNESS

★Please share this article with employees in your department.

Flourish Events

You are not alone if you are feeling overwhelmed. Feel better by connecting with others who feel the same way as you.

Special offerings:

- [Time Management Principles](#) | 9/14 | 9:30am – 10:30am ***pre-registration required***
- [Trees Tuesday](#) | 9/15 | 12:00pm – 1:00pm
- [Health at Your Desk | by Airrosti](#) | 9/17 | 11:00am – 12:00pm ***pre-registration required***
- [U.S. Travel Destinations: Virtual Travel](#) | 9/17 | 11:00am – 12:00pm
- [Business After Hours](#) | 9/17 | 5:30pm – 7:00pm ***pre-registration required***

Fitness Schedule*:

- [Pilates](#) | 9/14 & 9/16 | 11:45am – 12:30pm
- [Ballet | Adult Dance](#) | 9/15 & 9/17 | 12:00pm – 12:30pm
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*View our entire [fall fitness schedule](#) and the new participation procedures for [Flourish](#), [Rec Sports](#) and [Piranha](#). Download [our app](#) by searching "FlourishTAMU" in the App Store or Google Play, or access our [web app](#).

Visit our [calendar](#) or social media on [Facebook](#), [Twitter](#), and [Instagram](#) for program offerings, contests, and connecting with one another.

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ANNOUNCEMENTS

★Please share this article with employees in your department.

Notices Regarding Taxes

Send on behalf of the Tax Compliance & Reporting office.

State Income Tax: Employees should update addresses after termination.

- For employees terminating, addresses will need to be updated after their final payment from the University. Updating the address before the final payment could result in State Tax being deducted from the final payment. If the address is updated before termination, employees should complete the [State Income Tax Verification form](#) and choose under Residency Certification - *No, an out-of-state residence is listed for me because I am/will be moving to that residence due to my TAMU employment ending on _____ or going on LWOP effective _____ (Enter the dates associated with each option). By selecting this option I am certifying that I will not be working for TAMU while residing out-of-state.*

Year-End: For year-end, employees should verify the following before the last payroll in December 2020.

- Verify and update, as needed, **Mailing Address** in Workday. As employees move throughout the year, updating mailing address can be easily overlooked. If not updated and W-2 paper election is selected, the employee's W-2 will be mailed to the wrong address where an unknown person will have access to the employee's SSN. Review the [Instructions for Workday Employee Address Entry](#).
- Verify and update, as needed, **Social Security Number (SSN)** in Workday. If a SSN is not listed or is incorrect on the W-2, the Social Security Administration will not post the employee's earnings to their social security account. It is VERY IMPORTANT for those with a SSN, to have it entered into Workday and verify it's entered correct.
- Verify and update, as needed, **W-2 Printing Election**. [Instructions for Workday to receive your W-2 electronically](#). We STRONGLY encourage selecting the electronic format which provides the advantages of:
 - Quicker access. Electronic W-2s are available as early as mid-January.
 - Increased security. Mail delivery allows access to your personal sensitive information.
 - Go green! Natural resources are saved by not printing and mailing W-2 forms.
 - There is a cost savings for each form not printed and mailed.

If you have questions regarding this information, please contact the Tax Compliance & Reporting office at tax@tamu.edu.

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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/liaisons

Past LNN issues
are found online:
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