



HR LIAISON NETWORK NEWS

September 2, 2019 | Share the following information within your departments as appropriate.

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PAYROLL REMINDERS

September 3:

- Monthly Pay Day

September 5:

- #20-01 **Retro** Timesheets and Workday Retro BP Approvals due at 5:00pm

September 9:

- #20-01 Current Timesheets, Workday BP Approvals, Lump Sum Payouts & PPRs due at 11:00am
- #20-01 Pay Calculation Results Report available at 12:00pm

September 10:

- #20-01 Timesheets Locked; only Timekeepers can update
- Run Timekeeper Reports
- #10-01 Pay Calculation Results Report refreshed at 10:00am

[Payroll Processing Calendar Key](#)
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HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

Save the Date – HR Liaison Network Fall Meeting

Tuesday, October 22 - morning session (8:30 – 11am) and afternoon session (1 – 3:30pm)

General Services Complex, 101A,B,C

This meeting will be made available to liaisons at remote campuses outside of the Bryan/College Station area through videoconferencing or a recorded link. Additional details coming soon.

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Work/Life Solutions Program by GuidanceResources®

Effective September 1, 2019, Deer Oaks EAP has been replaced by Work/Life Solutions Program by GuidanceResources®. This new program will offer a variety of services including consultations with clinicians for anxiety, depression, stress, grief, loss, life adjustments, relationship challenges, marital conflicts and more. In addition, they provide legal and financial consultation, work-life assistance and crisis intervention services to all employees, their household family members, and also to retirees. [Learn more online today.](#)

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Years of Service Verifications and Pins

HROE staff are preparing data analysis for years of service verifications and distribution of recognition pins for 2019. Pins will be ordered in September for distribution in December. If you are the designated person to handle years of service verifications for your department, please email Nikki Cavender (ncavender@tamu.edu) with your name, contact info, and the departments you coordinate. If you are not the designated person, please forward this message to the appropriate person so he or she may respond.

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Hiring - Reminders

1. The Hire process will automatically be triggered for candidates coming through and completing the Recruiting business process in Workday. The Hire Employee business process should not be initiated for these candidates.
2. HROE Recruitment strongly encourages all recruiting documents be uploaded to the [Secure Document Server](#) when requesting reviews to make offers to candidates. This will help expedite the review process and move candidates through the process much quicker.
3. Please allow 48 hours to process Criminal Background Check requests before sending in requests for status updates.
4. Confused about completing I-9's? You can always find [I-9 information here](#).

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HR Liaison Training Now Available for Registration

Additional sections for the following HR Liaison training courses have been added in [TrainTraq](#) and are open for registration. Sessions start next week on September 10. HR Liaisons may register and attend any of the available courses; seats are limited.

- **Foundational Courses**
 - 2113629 – HR Liaison: Organizational Consulting & Resolution Management Overview (Classroom)
 - 2113707 – HR Liaison: Benefits Overview (Classroom)
- **Functional Courses**
 - 2113708 – HR Liaison: Leave Policies and Procedures (Classroom)
 - 2113709 – HR Liaison: Family Medical Leave Act (FMLA) and Americans with Disabilities Act (ADA) (Classroom)
 - 2113710 – HR Liaison: Workers Compensation Policies & Procedures (Classroom)
 - 2113628 – HR Liaison: Position Descriptions and Hiring Procedures (Classroom)
 - 2113630 – HR Liaison: Fair Labor Standards Act – FLSA, Working Hours (Classroom)
 - 2113632 – HR Liaison: Paying Employees in Workday (Classroom)

Questions concerning HR Liaison training may be directed to hrnetwork@tamu.edu.

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Onboarding Business Process

Please remind new hires to 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. New employees are encouraged to review the user guide available in Workday Help called [Onboarding The Employee Perspective](#).

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Workday Services Education and Training: September Webinars

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

Workday 33 Preview | September 3, 2019 | 1:30-2:30pm

Description: During this session we will provide an overview of what to expect from the new Workday release! *Note: This is a repeat of the August 29th webinar*

Target Audience: All administrative and supporting partner and departmental roles who use Workday to conduct business

Link to Meeting: [Workday 33 Preview](#)

Password: Workday
Dial in Audio: 1-415-655-0003
Access Code: 922 382 223

Workday Wednesday: Ready to Retire | September 11, 2019 | 10:30-11:30am

Description: During this webinar we will discuss a new process that allows Benefit Partners to verify TAMUS retirement eligibility and kick off the retirement process sooner. Employees will be able to make elections earlier before they retire and billing can begin more timely.

Target Audience: Benefit Partners, Retiree Partners, HR Partners and HR Contacts

Link to Meeting: [Workday Wednesday: Ready to Retire](#)

Password: Workday

Dial in Audio: 1-415-655-0003

Access Code: 928 728 544

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Biennial Communication Allowance Review

Per SAP 25.99.09.M0.01, Communication Allowance, all monthly communication allowances are to be reviewed biennially with the first biennial review being September 1, 2019. This review is performed by the employee's department to ensure that the employee's position still qualifies for a communication allowance and that the rate is in compliance.

Departments should start by running the report titled "Compensation Plan Allowance Assignments with Academic Pay Period – TAMUS". This report will provide you with a list of all active allowances in Workday along with the amount of the allowance and the end date of the allowance. As noted in SAP 25.99.09.M0.01, Communication Allowance, all communication allowances should not have an end date to help facilitate the department's annual review and renewal process.

The report should be reviewed for all employees with a Compensation Plan of "Communication Allowance". If it is determined that the employee's position still qualifies for a communication allowance you will not need to take any action for that employee.

Editing a Communication Allowance:

If an employee has a Communication Allowance and has an end date a Request Compensation Change will need to be processed to remove the end date. You will follow the same process outlined in the "Request Compensation Change for Communication Allowances" job aid, but instead of clicking the Add button under Allowance you will click on the "Pencil" button. This will allow you to edit the allowance and remove the end date.

Deleting a Communication Allowance:

If an employee has a Communication Allowance with an end date the allowance will automatically be removed on that date. If the end date is blank or you need to delete the Communication Allowance prior to the end date follow the process outlined in the "Request Compensation Change for Communication Allowances" job aid, but instead of clicking the Add button under Allowance you will click on the 'X' button. This will delete the allowance.

Adding a Communication Allowance:

To add a Communication Allowance to an employee follow the process outlined in the "Request Compensation Change for Communication Allowances" job aid.

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New Employee Welcome (TAMU NEW) Session Wednesday, Sept 11 - Register by Sept 6

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 Wednesday, September 11 from 9:30am to 2:00pm (lunch included) in the General Services Complex. All employees welcome. Employees can [register online](#). 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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New Hire Benefits Orientation

Please encourage new benefits-eligible employees to [register online](#) and attend one of the upcoming New Hire Benefits Orientations. The next sessions will be held Thursday, September 12 and Wednesday, September 25 in the General Services Complex.

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PAYROLL SERVICES

National Payroll Week: September 2-6, 2019

Throughout history, payroll has ensured that payday is the best day of the week! [National Payroll Week](#) celebrates the hard work by America's employees and the payroll professionals who pay them. Together, through payroll withholding, we contribute, collect, report, and deposit 70% of the U. S. Treasury's annual revenue, about \$2.4 trillion per year.

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Payroll Services Website Update

The [Save for Summer](#) section on Payroll Services website has been updated. The Save for Summer Authorization form has been revised with new fields for active participants to change their net reduction and the informational questions and answers have been updated and expanded.

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Paid Holiday / Early Release Not on Timesheet

In order to get the time blocks to create for early release, paid holidays and inclement weather events the calculations need to run on the time sheet. These calculations run automatically when employees enter/update time. If an employee does not have worked time to enter or update (paid time off, holidays all week) or they entered all time prior to the event being added to the calendar, they should Run Calculations on their time sheet. You can find the option to "Run Calculations" in the Enter Time menu at the bottom left of the employee's time sheet. The time sheet needs to be submitted and approved for the time to pay.

Alternatively, Timekeepers can choose to run calculations for everyone or groups of individuals.

Run Time Calculations for a Date Range:

1. Search for Run Time Calculations for a Date Range report.
2. Select the workers for whom you'd like to run calculations.
3. Enter Run Frequency [Run Now].
4. Enter a Request Name.
5. Select a Start Date and End Date to define the date range for calculations.
6. Click OK to run process.

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WELLNESS WORKS!

Please share the following information with employees in your department.

Upcoming Events

- NEW – [2019 Fall Fitness Sessions](#) schedule is now available (effective August 26 – December 6)
- **Save the Date - 2019 Employee Health & Wellness Fair**
Presented by WELLNESS WORKS!
Tuesday, October 1 | 9:00am – 4:30pm
[Student Recreation Center](#) (South Entrance Near Olsen Field)
Bus route #8 "[Howdy](#)" or park in [Lot 100J](#) behind Rec by Olsen Field

Join us for the 2019 Texas A&M University Employee Health & Wellness Fair hosted by **WELLNESS WORKS!**. The fair will be a come and go, conference-style event with three keynote sessions throughout the day and multiple breakout sessions focused on a variety of topics including mindfulness, musculoskeletal wellness, and positive change.

Additionally, the fair will feature:

- A vendor exhibit hall with various wellness-related booths



- Flu Vaccine Clinic & Health Screenings
- Blood Drive
- Airrosti Pain & Injury Assessments
- Attend mindfulness meditation and yoga sessions
- Attend presentations on various health topics and innovations in wellness
- Amazing prizes (*valued at \$50+*)

Visit [our website](#) for additional updates about the fair and registration for keynote and breakout sessions!

- **Gardening Club**

Presented by The Gardens at Texas A&M

Every 3rd Tuesday of the Month

[The Gardens Pavilion](#)

WELLNESS WORKS! is excited to partner with The Gardens at Texas A&M to bring you a gardening club this fall! The Gardens Manager and Texas Master Certified Nurserymen, Joseph Johnson, will lead the Gardening Club. Each session will provide you with expert knowledge and hands-on gardening experience.

Tuesday, September 17

11:30am – 1:00pm

[The Gardens Pavilion](#)

Registration for the September 17th Gardening Club event is limited, [register now!](#) We also encourage you to register for the wait list or ditch your desk and enjoy the beauty of The Gardens during your lunch hour.

Participants may bring their own lunch or purchase lunch from the on-site Fire Truck Crepes food truck.

- **FREE On-Campus Financial Consultations – [RSVP Here](#)**

- **3rd Annual SuperHero Run**

Presented by Aggiewalk Realtors

September 28, 2019 | 8:00am | [Lake Walk Town Center](#)

Suit up in your favorite superhero or villain costume for the [3rd Annual BCS Superhero Run!](#) Kids can run the race in a flash and join the post-race dance bash with SUPER delicious food and a costume contest!

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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 Archive Online](#)