



HR LIAISON NETWORK NEWS

September 21, 2020 | Share the following information within your departments as appropriate.

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PAYROLL REMINDERS

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

September 22:

- #21-02 Pay Calculation Results Report refreshed at 10:00am
- #21-02 Timesheets Locked; only Timekeepers can update
- Run Timekeeper Reports

September 23:

- #21-02 BW Final Pay Calculation Results Report available at 2:00pm

September 25:

- #21-02 Biweekly Pay Day

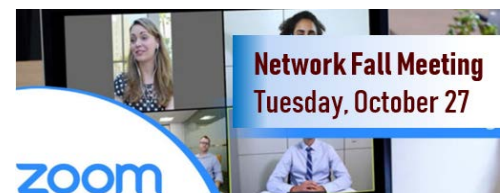
[Payroll Processing Calendar Key Processing Schedules](#)
[Workday Tools](#)

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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August Salary Increases Overridden by Merit Upload on 9/1/2020

Classification and Compensation has received emails from customers to fix salary increases from August that were overridden by merit upload on 9/1/2020. On 8/31/2020, merit events in the merit process were updated to remove

the merit amount from the employee's current salary rate, however, this merit event with the employee's current salary rate may be overriding salary increases effective in August. We recommend departments that have employees who received a salary increase in August review their pay to ensure that they are receiving the correct salary rate. If you notice that the salary increase has been overridden, please contact HROE Classification and Compensation at hrcomp@tamu.edu for Texas A&M University employees. For Texas A&M Health employees, contact Texas A&M Health HR at hschr@tamu.edu. In your email request, provide the employee name, UIN and salary increase that was overridden, so that we may help you with fixing the employee's salary rate.

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New Employee Benefits Orientation Session - September 23

Newly hired employees should attend the New Employee Benefits Orientation Session. Topics covered in the session include health insurance, life and disability insurance, flexible spending accounts, paid time off, longevity, and retirement plans. This orientation is most advantageous to new employees within their first 30 days of employment. ***Please encourage new employees to register for this orientation as soon as possible after their hire date.***

- **Wednesday, September 23 at 8:15 a.m. via Zoom**
- Registration is required.
- [Register here for this session and future sessions](#)

If you would like to hold a seat for an incoming employee who is not yet on TrainTraq, please email orgdev@tamu.edu.

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Reminder: Submit Leading Others nominations by Next Week!

Nominations for the Spring 2021 Leading Others cohort end next week, September 30. The nomination form can be accessed [here](#); or, you can visit Lead.tamu.edu to obtain the form and learn more about the program.

As a reminder, Leading Others is the second-level of Texas A&M's new leadership development framework; and, the first program to launch. The program is designed for emerging leaders or leaders of individual contributors (e.g., formal, intact-groups, project groups, or informal groups) with the intent to **enhance competencies of those who lead groups and help one transition from being an individual performer to leading a group of people**. It is already yielding [great reviews and results](#).

And, if you would like to be kept informed of future updates in our journey of transforming competency development across the University, [sign up here](#). Contact Lead@tamu.edu with any questions.

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Performance Management

Now is a good time to ensure employee goals have been put into Workday for the current Performance Review Period (4/1/2020 – 3/31/2021). Goals entered by employees must be approved by their manager. Goals input by the manager do not require additional approvals. HR Liaisons should facilitate the goal setting process with the organizations they support. Please visit the [Performance Management](#) webpage for an overview of the process, timeline, Workday job guides, and other resources. There are also courses including best practices for employees and supervisors, delivered via Zoom. Check out the [delivery schedule](#) to view course descriptions and enroll in a session. Please email questions to HRevaluations@tamu.edu.

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Hiring Graduate Assistants

It is very important that the hire of Graduate Assistants in Workday is confirmed by an I-9 Partner prior to completing the Form I-9 in Guardian. The Alien Work Authorization Exportation Date (AWAED) field in the employee's Other IDs is automatically updated by the integration between Guardian and Workday. If the Form I-9 is completed and the Workday record is not available, the integration fails, and the AWAED field is not updated. This can adversely impact the Graduate Assistants and they may get charged costly health insurance fees.

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Amending Form I-9 for SSN

If a foreign employee initially completes the Form I-9 without a Social Security Number (SSN), please follow up with the employee no later than 45 days after the start date to update their form. Guardian will send an email through Perfect Compliance (our compliance partner) to the employee with instructions to update and approve their Form I-9. Please make the employee aware so they know to expect this email and take prompt action.

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Tentative Non-Confirmation (TNC) Cases – Your Assistance is Needed

In some instances, E-Verify is unable to confirm the information entered on the Form I-9. When this occurs, the employee has to either call the Department of Homeland Security or visit the Social Security Administration office. If you are contacted by any of the I-9 Partners, please act promptly and communicate with the employee to resolve the TNC as soon as possible. Once the employee is notified, they have 8 business days to take action. If no action is taken, the employee may be terminated from employment without penalty for the employer.

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★Please share this article with employees in your department.

Onboarding Dashboard in Workday

Moving a new employee through the [onboarding process](#) in Workday requires following a pre-determined order of events. All new hires or rehires should **always use their Workday inbox** to complete onboarding information. If a new hire initiates a contact change outside of the onboarding process, when the new hire gets to the task to update their contact information as part of the onboarding process, they will receive an error. **Please communicate to your new employee the importance of only completing steps from within their Workday inbox during onboarding.** The employee can review their onboarding dashboard to monitor their progress.

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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

Termination Date & Pay Results

In Workday, the termination date is considered the last day worked. Payroll calculates final regular pay based on the termination date. If you enter a different "paid through" date as part of your business process, note that this

date is for severance tracking and is not picked up for calculation. Please contact [HROE](#) if you have any questions regarding the termination business process.

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Pay Slip Review for New Fiscal Year

September 1, 2020 was the beginning of a new fiscal and benefit premium year. Please encourage your staff to check their most recent pay slip to ensure benefit premiums deductions, cell phone or other allowances, user service and/or parking fees, TDA or other retirement account options, and required withholding / COD orders are noted as expected. This is also a good time to review their current tax elections, update personal data and check that selected payment elections continue to meet their needs. Employees should contact their [department liaison or HR Contact](#) if they believe their pay slip is not accurate.

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Ensure New Hires Complete Onboarding Tasks

Please be sure and verify that all new hires are completing their Workday Onboarding inbox tasks. Payroll Services is seeing an increase in employees without mailing addresses or Direct Deposit. If employee elects to not enroll in Direct Deposit, it is critical that they enter a valid mailing address in Workday. This will ensure that they receive their pay checks timely as **Payroll Services is mailing all paper pay checks**. A valid and complete address includes the Apartment # or Unit #.

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EMPLOYEE WELLNESS

★Please share this article with employees in your department.

Flourish Events

Have you been feeling “all over the place”? Those are symptoms of stress, NOT personal failures. YOU'RE DOING GREAT. Be patient with your brain. Give your brain a break. Use your [Wellness Release Time](#). Breathe.

Special offerings:

- [Winterizing Your Garden](#) | 9/22 | 12:30pm – 1:30pm
- [Bark'n'Chat](#) | 9/22 | 5:30pm – 7:00pm **join us in-person**
- [No Such Thing as a 'Perfect Parent'](#) | 9/23 | 9:30am – 10:30am

Fitness Schedule*:

- [Pilates](#) | 9/21 & 9/23 | 11:45am – 12:30pm
- [Yoga](#) | 9/21 & 9/23 | 12:15pm – 1:00pm **join us in-person at Rec Sports**

*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

Enhancing On-Campus Student Employment – Notice of Internal Monitoring

Beginning Fall 2020 the Student Employment Office will start monitoring for compliance the student employment enhancements implemented in August 2019. Please read the attached memo for details. Questions may be directed to the Student Employment Office by emailing jobsforaggies@tamu.edu or calling 979-845-0686.

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★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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