



HR LIAISON NETWORK NEWS

September 28, 2020 | Share the following information within your departments as appropriate.

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PAYROLL REMINDERS

October 1:

- Monthly Pay Day
- #21-03 Retro Timesheets and Workday Retro BP Approvals due at 5:00pm

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

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

Requests for Temporary Teaching Modifications for Spring 2021

HROE is again collaborating with the Office of the Dean of Faculties (DoF) and the Office of Graduate and Professional Studies (OGAPS) to assess the availability of faculty and graduate assistants (GATs and GALs) for face-to-face teaching in the Spring. Our Employee Relations (ER) department will once again be reviewing these requests and making recommendations by applying the CDC guidelines to the various scenarios/circumstances presented.

Faculty and graduate assistants (GATs and GALs) should have received an email on Friday, September 25 notifying of the process for requesting a temporary teaching modification. HR Liaisons, please remind your faculty and graduate assistants to submit their requests by **Wednesday September 30, 2020 at noon.**

Also, if you have **staff members** who will teach in the Spring, they must also submit the form to receive consideration.

- [Faculty Form](#)
- [Graduate Assistant Form](#)

Once the request portal has closed, the DoF and OGAPS will receive ER's recommendations. Recommendations for each College will be then be forwarded to College deans for distribution to their respective departments. Employees will then be informed of the outcome of their request by their respective department head or designee.

Questions about this process can be directed to dof@tamu.edu for Faculty and ogaps-info@tamu.edu for Graduate Assistants.

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Overtime Flag Table

New guidance is now available on the Classification & Compensation website on the Overtime Flag in Workday. When working on a *Hire*, *Change Job*, or *Add Additional Job* action in Workday, follow the guidance provided on the Overtime Flag Table for when to use the “Include - Include in Overtime” flag vs. the “Exclude – Exclude from Overtime” flag, when applicable in the *Job Classification* section. Information on the Overtime Flag and the Overtime Flag Table can be found on the Classification and Compensation [Dual Employment](#) website.

For resources on the Fair Labor Standards Act (FLSA) and overtime, please reference the [FLSA FAQs](#) and [Dual Employment FAQs](#). For questions on how overtime is calculated in Workday, reference the [overtime example](#) on the HR website. For questions, please contact Classification and Compensation at 979.845.4170 or hrcmp@tamu.edu, or hschr@tamu.edu for Texas A&M Health departments.

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Updated Online Course: Cash Handling - System Version

Cash Handling – System Version ([2111772](#)) has been updated to clarify the timeliness of deposits and quiz slides now have audio. All applicable assignment rules are still in effect. No action is required. If you have any questions, please contact Organization Development at orgdev@tamu.edu.

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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 2020. Pins will be ordered for distribution in December. Nikki Cavender began emailing Liaisons last week with preliminary information for verifications. If you have not received an email yet and are the designated person to handle years of service verifications for your department, please email Nikki (ncavender@tamu.edu) with your name, contact information, and the department name(s) you coordinate. If you are no longer the designated person, please forward this message to the appropriate person so he or she may respond.

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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

Costing Allocation Report

Payroll Services urges departments to run the **Missing Costing Allocation** Report prior to each biweekly and monthly payroll business process approval deadline. The report is used to determine which employees are missing costing allocation and to avoid expense charges to the FAMIS default account. The report is accessible via the Workday search bar and the results can be exported to Excel. You may need to run separate reports for each Supervisory Organization you monitor.

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Email Payroll Reminders

Payroll Services has been emailing reminders to department Payroll Contacts on days with payroll deadlines or action items. These emails are in addition to processing calendars and pay schedules available on the Payroll [website](#) and notices sent out in weekly HR Liaison Network News. If you are not receiving reminder emails or if someone else in your department should, please provide contact information to payrollprocessing@tamu.edu and we will add them to our list.

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EMPLOYEE WELLNESS

★Please share this article with employees in your department.

Flu Vaccine Clinics During October

This fall looks a lot different in Aggieland, but we are staying safe and getting through this together. And while there is a lot of uncertainty, one thing is sure: getting your flu shot this year is more critical than ever. And Texas A&M University Health, Texas A&M Division of Human Resources and Organizational Effectiveness, and CHI St. Joseph are teaming up to make it easy for faculty, staff, and retirees to get a vaccine with [seven clinics](#) in October!

Just like wearing a mask, washing your hands, and keeping 6 feet of physical distance, getting your flu shot is a critical act of selfless service to protect your health and the health of others as flu season begins.

- **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 seven 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.](#)
 - **BONUS:** The first 200-ish people to get a shot at each clinic will receive a Flourish face mask.
- **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!

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Flourish Events

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

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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
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