



HR LIAISON NETWORK NEWS

September 3, 2018 | Share the following information within your departments as appropriate.

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS / PAYROLL SERVICES

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WELLNESS WORKS!

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PAYROLL REMINDERS

September 4:

- Monthly Pay Day

September 6:

- #19-01 **RETRO** Timesheets & Workday Retro Approvals due at 5pm

September 10:

- #19-01 Current Timesheets, Workday BP Approvals, Lump Sum Payouts & Supplements Due at 11am

[Processing Schedules](#)
[Payroll Reports](#)

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS / PAYROLL SERVICES

Monthly Pay Schedule & Payroll Processing Calendars

The FY19 Monthly Pay Schedule was updated August 29, 2018; please make sure you have the most recent version for reference. FY19 Biweekly Pay Schedule and September 2018 through August 2019 Payroll Processing Calendars are also available on Payroll Service's [website](#). Refer to the [Payroll Processing Tools](#) for more details on items listed on the calendars such as Report Verification, Useful Reports, etc. Please distribute in your department as needed.

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New Employee Welcome (TAMU NEW) Session Wednesday, September 12 – Please Register by Friday, September 7

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 12 from 9:30am to 2:00pm (lunch included) in the General Services Complex. All employees welcome. Employees can register online at: <http://training.tamu.edu/schedule/#EmployeeOrientations>. 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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OCRM Employment Relations Business Partners

Organizational Consulting and Resolution Management (OCRM) works to align our Employment Relations Business Partners with each College and Division within Texas A&M University. Our role is to provide consultative services and to partner with employees, supervisors and administrators to enhance operational and organizational effectiveness. A few areas of emphasis include formulating, revising and interpreting policies, regulations, rules and standards administrative procedures in conjunction with applicable laws. Additionally, we consult on managing performance, developing

expectations, preparing for reorganizations, succession planning and employee relations. Strategic development, organizational planning, training and development and grievance resolution is also addressed.

Your Business Partner is part of a team of experienced, tested and resilient human resources professionals in the Department of OCRM who are ready to align with you to offer knowledge and to guide in the resolution and management of business and employment practices (see attachment). Your Business Partner will also connect you with the best and most experienced team of human resources professionals within the Division of Human Resources and Organizational Effectiveness (HROE) to move Colleges and Divisions and ultimately the University in the soundest manner.

If you have any questions please let us know at 979.862.4027 or ocrm@tamu.edu.

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Training Compliance Reports – As of September 1, 2018

Attached is the monthly Required Employee Training Assignments Report for System-required employee training. Due to technical issues, the Departmental Progress Report will not be produced this month. Note that the number of past due assignments is relatively high. Please check TrainTraq for pending assignments for your department's employees. If you have questions, please contact TrainTraqHelp@tamus.edu

Summary

- The total number of past due assignments increased 11.8% from 2210 to 2471.
- The total number of past due employees increased 9.0% from 1021 to 1113.
- The total number of past due Faculty employees increased 7.7% from 271 to 292.
- The total number of past due Budgeted Staff employees increased 15.4% from 162 to 187.
- The total number of past due Wage Staff employees increased 11.2% from 276 to 307.
- The total number of past due Graduate Assistant employees increased 51.6% from 31 to 47.
- The total number of past due Student Worker employees decreased 0.4% from 281 to 280.

Required Employee Training Compliance Key Performance Measure

- Percentage of employees in M Workstation ADLOCs up-to-date or current on five required courses:
 - Creating a Discrimination-Free Workplace, EEO – 98.4%
 - Ethics – 97.4%
 - Information Security Awareness – 95.8%
 - Orientation to the A&M System – 98.4%
 - Reporting Fraud, Waste and Abuse – 98.1%
 - Required Training for Athletics Task Workers – 82.2%

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Recruiting/Hiring Tips

Hiring Student workers – When hiring student workers (and Graduate Assistants), please ask the student whether they are currently working or have previously worked for the Texas A&M University System. This will help you to know whether you should look for them as a current or previous employee. **Please note:** current employees do not show up in the search when looking for an existing pre-hire during the Hire Process. You should always use the Global Search Bar to ensure the name does not exist in Workday.

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Enhancements to Costing Allocation Job Aids

The Workday Services team along with a working group of front-end Workday users have reviewed the costing allocation job aids and made recommendations for enhancements. The attachments are in DRAFT form and were included in the Friday, August 31 edition of *The Controller Connection* newsletter.

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WELLNESS WORKS!

Please share the following information with employees in your department.

Eat Well, Be Well! Nutrition Workshops

Presented by Registered Dietician, Meghan Windham

Beginning Tuesday, September 11 & Ending Tuesday, October 16 | 11:30am - 12:30pm | GSC Room 101A

WELLNESS WORKS! invites you to join us as Registered Dietician, Meghan Windham, presents six different nutrition workshops. The *Eat Well, Be Well* series has been developed to teach adults the importance of nutrition in all aspects of life. You will not want to miss the information and strategies that Meghan Windham will share with the series participants!

The logo for "WELLNESS WORKS!" is located in the bottom right corner of the page. It consists of a blue, upward-pointing triangle with the words "WELLNESS WORKS!" written in white, bold, sans-serif capital letters inside it.

Participation in all six workshops is not required. Additional information including registration details is available on [our website](#).

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FREE Financial Counseling On Campus

Presented by Lincoln Financial Group

Wednesday, September 5 | 9:30am – 1:30pm | GSC 1203

Presented by TIAA Financial Group

Tuesday, September 11 & Wednesday, September 12 | 8:30am – 4:30pm | GSC 1203

Both Lincoln Financial and TIAA offer Texas A&M employees FREE, one-on-one consultations with their financial/retirement advisors in the HROE Office located in Suite 1201 of the [General Services Complex](#). Let these professionals help you learn how to take control of your financial health! RSVP for your meeting:

[RSVP with a Lincoln Financial Consultant](#)

[RSVP with a TIAA Financial Consultant](#)

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Three Investing Basics to Enhance Your Financial Wellbeing

Presented by Lincoln Financial Group

Tuesday, September 18 | 2:30pm - 3:30pm | GSC Room 101A

WELLNESS WORKS! and Lincoln Financial Group invite you to join us for a presentation to enhance your financial wellbeing! Learn about fundamental investing concepts that can help you prioritize savings and guide you on the path to achieving a better future retirement outcome. Join us to learn more about:

- Asset allocation
- Diversification
- Rebalancing

To attend this live event [register here](#) or [access the live video stream here](#).

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EAP Employee Enhancement - Charting a Course to Reach Your Goals

Establishing clear, attainable goals for yourself is the first step in achieving them. Make the positive changes you have been dreaming about by taking action.

Your Employee Support Program can help with:

- Articles on time management, healthy relationships, and weight loss
- Audio on setting realistic goals
- Skill builder training on effective communication
- Downloadable budget forms

Learn more about these helpful topics and more from your EAP. [Download the newsletter today!](#) [Deer Oaks EAP services](#) are available at no cost to benefit-eligible faculty and staff employees as well as their dependents/household members.

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Save the Date - 2018 Texas A&M University Employee Flu Vaccine Clinics

HROE has partnered with the Texas A&M Health Community Clinic, the colleges of Medicine, Nursing, and Pharmacy, and the HSC Office of Interprofessional Education & Outreach to offer flu vaccine clinics for any Texas A&M System employee, their eligible dependents, and retirees **who are covered under the A&M Care plan (Blue Cross Blue Shield of Texas)**. No outside insurance will be accepted at this year's onsite flu vaccine clinics. A tentative schedule is listed below.

- October 17 (3:30pm - 5:30pm): Walk-in Flu Vaccine Clinic, Health Professions Education Building (HSC)
- October 18 (11am - 5:30pm): Drive-thru Flu Vaccine Clinic, Fan Field Parking Lot off Research Parkway
- October 24 (7:30am - 5:30pm): Walk-in Flu Vaccine Clinic, Memorial Student Center
- October 26 (7:30am - 5:30pm): Walk-in Flu Vaccine Clinic, General Service Complex
- November 8 (11am - 3pm): Walk-in Flu Vaccine Clinic, Employee Health & Wellness Fair at the Student Rec Center

Additional instructions and information will be forthcoming. For the most up-to-date information related to these clinics, please visit wellness.tamu.edu.

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Division of Human Resources
& Organizational Effectiveness

Questions? HRnetwork@tamu.edu | 979.862.4153 | 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](#)