



HR LIAISON NETWORK NEWS

September 30, 2019 | Share the following information within your departments as appropriate.

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PAYROLL REMINDERS

October 1:

- Monthly Pay Day

October 3:

- #20-03 **Retro** Timesheets and Workday Retro BP Approvals due at 5:00pm

October 7:

- #20-03 Current Timesheets, Workday BP Approvals, Lump Sum Payouts & PPRs due at 11:00am
- #20-03 Pay Calculation Results Report available at 12:00pm

October 8:

- #20-03 Timesheets Locked; only Timekeepers can update
- Run Timekeeper Reports
- #20-03 Pay Calculation Results Report refreshed at 10:00am

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

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

October 1 TDA Contributions Issue for 12-Over-9 Participants

Workday Services has discovered that employees with the 12-over-9 custom ID have had their TDA and DCP contributions handled in the same way as their insurance premiums for the October 1 pay date. They have been inflated such that the amount they chose was assumed to be for 12 months and was re-calculated to be deducted over nine months. Workday has identified and will be processing automated refunds to those impacted with deductions that exceeded their expected amount. No additional action is needed on your part. Workday will communicate directly with impacted participants.

The following email is a draft of what the impacted employee will receive:

Dear staff/faculty member:

Due to a payroll related error, your Tax Deferred Account (TDA) and/or Deferred Compensation Plan (DCP) paycheck deductions(s) for your October 1 paycheck was handled in the same way as your

insurance premiums. It was assumed to be for 12 months and was automatically re-calculated and increased since it would be deducted over only nine months.

We have made plans to return the difference to you as a separate deposit on Friday, October 4. We apologize for the inconvenience. If you have questions, please contact your Human Resources or Payroll Office.

If you have any questions, contact benefits@tamu.edu for Texas A&M departments or hschr@tamu.edu for Health Science Center departments.

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FLSA Overtime Regulations Update - Changes Effective January 1, 2020

Department of Labor Release Finalized Change to Salary Minimum for Exemption: On September 24, the U.S. Department of Labor announced the final rule on revisions to Fair Labor Standards Act (FLSA) regulations, which increases the salary threshold for exemption from \$23,660 (\$455/week or \$1,971.67/month) to \$35,568 (\$684/week or \$2,964/month). These changes will be effective on January 1, 2020. Employees making less than the revised minimum salary threshold on January 1, 2020 will be transitioned to an hourly rate, responsible for entering time and paid on a biweekly schedule and will become eligible for compensatory time or overtime pay for hours worked over 40 in a workweek. Some titles are not subject to this new threshold, such as those with a primary duty of teaching.

We are currently conducting an impact analysis based on FY20 positions and salaries and will be communicating additional information in the future to University leaders, HR Liaisons and affected employees. Stay tuned for more information, which will be posted at <https://employees.tamu.edu/compensation/flsa/>. Information regarding this final rule may also be found on the [U.S. Department of Labor website](#).

If you have any questions, contact Classification and Compensation at 979.845.4170 or hrcomp@tamu.edu for Texas A&M, or hschr@tamu.edu for the Texas A&M Health Science Center.

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Share Registration Link: October 8 and 11 Informational Sessions for New Hires Eligible for ORP

New faculty and other new hires eligible for the Optional Retirement Program (ORP) are invited to attend one of two repeat sessions describing the choice between the Teacher Retirement System (TRS) and ORP. Following the presentation, ORP/TDA Vendors will be present to visit with participants.

Please share the following information and encourage registration through TrainTraq using one of the following links so we can plan appropriately.

2113968: *Retirement Program Information Session - ORP & TRS*

- **Tuesday, October 8** – 8:30 a.m. Presentation; 9:30 a.m. Vendors Available
General Services Complex Room 101A
<https://apps7.system.tam.us.edu/TrainTraq/web/SectionDetails.aspx?snum=7012>
- **Friday, October 11** – 10:00 a.m. Presentation; 11:00 a.m. Vendors Available
General Services Complex Room 101A
<https://apps7.system.tam.us.edu/TrainTraq/web/SectionDetails.aspx?snum=7013>

For additional information, email benefits@tamu.edu.

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New TrainTraq Feature: Self-Recording of Training Event Completion

Employees are now able to self-record training event completions on their own TrainTraq transcripts by using the "Add Task Completion" button, which is located at the bottom of the [My Transcript tab](#) in TrainTraq. A "task" is a professional development event or activity ***that is not already listed in the TrainTraq Course Catalog***, such as professional conference attendance or a job-related learning activity. Tasks do not have course numbers and cannot be used to remove course assignments.

Task titles should begin with a description of the type of training event. For example:

- Book: Read "Built to Last" by Jim Collins
- Conference: 2019 National Conference on Race and Ethnicity in American Higher Education (NCORE)
- Webinar: Spotlight on Security Roles in Workday

Managers and HR Liaisons with TrainTraQ Dept Admin roles can view/edit employee transcripts and add or remove task completions. They can also assign tasks to employees, but if a task is assigned, the completion needs to be manually entered by the manager or HR Liaison; employees cannot self-record completion of a task assignment. Click [HERE](#) for more information. In addition, they can run task assignments and completions reports, which is outlined [HERE](#).

For questions about tasks in TrainTraQ, please contact PDinfo@tamu.edu.

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Workday Services Education and Training: October Webinars

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

Workday Wednesday: Monitoring Business Processes | October 16, 2019 | 10:30-11:30am

Description: This session will focus on helping your organization get the most out of Workday's functionality. Recruiting, hiring, and any other event in the employment lifecycle can be easier when you understand the business process framework. Discuss how to monitor the business process from start to finish, learn how to read business process definitions and utilize reports to provide further insight.

Target Audience: Business Process View Only and HR Partner roles

Link to Meeting: <https://tamus.webex.com/tamus/j.php?MTID=mda1a14c4939c485ab0b2ed1a7bc5c63f>

Password: Workday

Dial in Audio: 1-415-655-0003

Access Code: 928 118 181

Spotlight on UINs | October 30, 2019 | 10:30-11:30am

Description: UIN Search and UIN Manager help determine a person's identity and allow you to find or create a UIN when hiring new employees. This session will focus on how to accurately complete the process and explain the impacts on Workday and other downstream systems when mistakes are made. Additionally, you will learn best practices for identifying the correct UIN using UIN Search and UIN Manager and the UIN touchpoints in Workday.

Target Audience: UIN Partner, Recruiting Partner, HR Partner, **HR Contact**

Link to Meeting: <https://tamus.webex.com/tamus/j.php?MTID=mb627199aa4cc467c4dd357bd3173de72>

Password: Workday

Dial in Audio: 1-415-655-0003

Access Code: 926 594 793

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Updated Benefit Resources Available

The 2019-2020 version of the [New Employee Benefit Enrollment](#) booklet and the [Employee Benefits Guide](#) are available on the [Benefit Services](#) website. Please be sure to share this information with all new employees during the Onboarding process and any current employees that have general benefits-related questions.

October Benefit Sessions

[New Employee Benefits Orientation Sessions](#)

October 10

October 23

[TRS and ORP Pre-Retirement Sessions](#)

October 16 (TRS)

October 23 (ORP)

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NEW! Employee Assistance Program

[Work/Life Solutions Program by Guidance Resources](#)® has replaced Deer Oaks EAP. 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! The best feature of Work/Life Solutions is that they work for you while you are at work so you can stay productive. Work/Life Solutions also applies to any other household family members. [Learn](#) more about these services offered and how they may assist you. Work/Life Solutions is just one phone call away: **866.301.9623**

PAYROLL SERVICES

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 Services [website](#) and notices sent out in the 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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WELLNESS WORKS!

Please share the following information with employees in your department.



Upcoming Events

- **2019 Employee Health & Wellness Fair**
Presented by WELLNESS WORKS!
Tuesday, October 1 | 9:00am – 5:00pm
[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. [Full fair schedule!](#)

Fair Features:

- Three Keynote Presentations & Breakout Sessions - [Livestream on TTVN](#)
- Amazing prizes (*valued at \$50+ each*)
- **Registration closed on Friday, Sept. 27 at 5:00pm, however employees are encouraged to attend the following events:**
 - [Vendor exhibit hall](#) with various wellness-related booths
 - [Flu vaccine clinic](#) & health screenings
 - [Blood Drive](#)
 - *Airrosti* [pain & injury assessments](#)
 - Mindfulness meditation & yoga sessions

Visit [our website](#) for additional information about the fair!

- **2019 Texas A&M University Employee Flu Vaccine Clinics**
The Division of HROE has partnered with the Texas A&M Colleges of medicine, nursing, and pharmacy, and Health Science Center's Office of Interprofessional Education & Research to once again offer flu vaccine clinics to local Texas A&M System employees, their eligible dependents (must be 6 months or older), and retirees who are covered by the A&M Care Plan (Blue Cross Blue Shield of Texas).

In order to get a flu vaccine at one of our clinics, you must complete two required forms – the [Employee/Retiree Registration form](#) (**one registration form per covered family/household**) AND the [Vaccine Consent form](#) (**one consent form per person receiving the vaccine**) found on our [website](#). Dates, times, and locations subject to change.

- Tuesday, October 1 (1:00pm – 5:00pm) – Walk-in clinic, Employee Health & Wellness Fair at the Rec Center: Room 1130

- Thursday, October 10 (8:00am – 5:00pm) – Walk-in clinic, GSC 101 B&C
- Friday, October 18 (11:00am – 6:00pm) Drive-thru clinic, Fan Field Parking Lot
- Thursday, October 24 (8:00am – 5:00pm) – Rudder Exhibit Hall
- Friday, October 25 (12:00pm – 6:00pm) – HSC HPEB Building

- **Chronic Pain Self-Management Workshop Series (6 Week Commitment)**

Presented by Center for Population Health and Aging

Beginning Monday, October 7

Ending Monday, November 18 1:00pm – 3:30pm | [GSC 101B](#)

Class will NOT meet on October 28

REGISTER at cauley@sph.tamhsc.edu

No charge to attend. Workshops meet for six weeks every Monday for about 2.5 hours. Plan to attend all six sessions and bring your lunch! Participants will learn:

- Techniques to deal with problems such as frustration, fatigue, isolation, and poor sleep
- Moving easy exercise and nutrition for maintaining and improving strength, flexibility, and endurance
- Appropriate use of medications
- Problem solving and action planning for improved health
- Pacing activity with rest
- Communicating effectively with family, friends, and health professionals

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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](#)