



HR LIAISON NETWORK NEWS

September 7, 2020 | Share the following information within your departments as appropriate.

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

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PAYROLL REMINDERS

September 7:

- #21-01 Current Timesheets, Workday BP Approvals, Lump Sum Payouts, PPRs & Time Off Requests due at 11:00am
- #21-01 Pay Calculation Results Report available at 12:00pm

September 8:

- #21-01 Pay Calculation Results Report refreshed at 10:00am
- #21-01 Timesheets Locked; only Timekeepers can update
- Run Timekeeper Reports

September 9:

- #21-01 BW Final Pay Calculation Results Report available at 2:00pm
- Monthly Retro Business Process Approvals due at 5:00pm

September 10:

- Monthly Pay Calculation Results Report available at 12:00pm

September 11:

- #21-01 Biweekly Pay Day
- Monthly Pay Calculation Results Report refreshed at 10:00am

September 14:

- Monthly Pay Calculation Results Report refreshed at 10:00am
- Monthly PPRs & Lump Sum Payouts due at 11:00am

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

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

HR Liaisons Title IX Update Available Online

Thank you to those that attended the Title IX Update training. The recording of the August 27 session as well as the PowerPoint presentation are now available on our [website](#). If you were unable to attend, please be sure to review the information and share it with those in your units that would benefit from the information. As a reminder, the Title IX team is willing to present at individual units. Requests for those presentations should be submitted to civilrights@tamu.edu.

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New Hire Paper Form I-9

If the Form I-9 cannot be completed electronically using Guardian, you may complete a [paper Form I-9](#) using the most recent version available. You **must** upload and complete the Form I-9 in Guardian within three business days of the hire date. Please review the [instructions to complete a new hire paper Form I-9 in Guardian](#). If you have questions, email UIN-I9@tamu.edu or call 979.458.6703.

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Entering the Correct UIN In Guardian

A recent audit revealed that in multiple occasions the Employee ID field is incorrect in Guardian. Please remember that the Employee ID in Guardian is the employee's UIN, and it must be entered exactly as it appears in the UIN manager, without any spaces, special characters, etc. Failure to enter the UIN correctly impacts workflows and automatic integrations. This can adversely impact employees as records may not be updated correctly.

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★Please share this article with new benefits-eligible Graduate Assistants in your department.

New Graduate Student Employee Benefits Orientation Sept. 16

A special benefits orientation has been developed for newly-hired Graduate Student employees working in benefits-eligible Graduate Assistant positions. The session provides a benefits overview, important information regarding the enrollment process and a presentation from a Graduate Student Health Plan representative.

No registration is required to attend, just join the online Zoom meeting:

- **Wednesday, September 16 | 10:30 - 11:30 am | [JOIN HERE](#)**

A video of the August 25th Zoom presentation was posted on the HROE webpage for [Graduate Student Employees Benefits](#). Please share the [orientation flyer found here](#) with your new Graduate Assistants and encourage them to attend. Questions can be directed to Benefit Services at benefits@tamu.edu or 979.862.1718.

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Past Due System Required Web-based Training (WBT) Report

Attached is the monthly Required Training Assignments Report for System-required training. As a reminder from January, the report format changed based on feedback from multiple groups across the University to make it more meaningful, helpful, and actionable in enabling compliance.

1. The first tab is a summary of past due employees by Executive Level 2.
2. The second tab provides more detail with:
 - Filters to quickly identify specific colleges / divisions and departments with individuals who are past due
 - Highlighting those that are more than 90 days past due and more than 365 days past due.

If you have questions, please contact orgdev@tamu.edu.

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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

National Payroll Week: September 7-11, 2020

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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**NATIONAL
PAYROLL
WEEK 2020**

EMPLOYEE WELLNESS

★Please share this article with employees in your department.

Flourish Events

With all of the overwhelming uncertainties right now, it can be hard to make yourself a priority. Take a breath. Take a break.

Special offerings:

- [Bark'n'Chat](#) | 9/8 | 5:30pm – 7:00pm
- [Credit Score Savings](#) | 9/9 | 12:00pm – 1pm ***pre-registration required***
- [Building Your Child's Self-esteem](#) | 9/9 | 2:00pm – 3:00pm ***pre-registration required***
- [Organizing for Everyone](#) | 9/10 | 12:00pm – 1:00pm
- [Flourish Painters](#) | 9/10 | 5:00pm – 6:00pm

Fitness Schedule*:

- [Pilates](#) | 9/7 & 9/9 | 11:45am – 12:30pm
- [Ballet | Adult Dance](#) | 9/8 & 9/10 | 12:00pm – 12:30pm

*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 ways to support and connect 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/liasons

Past LNN issues
are found online:
[HR Liaison Network
News Archive](#)