



HR LIAISON NETWORK NEWS

December 3, 2019 | **SPECIAL NETWORK NEWS MESSAGE**

Disclosure of Employment Relatives Process (Nepotism) Update

As mentioned in previous LNNs, the Standard Administrative Procedure (SAP) [07.05.99.M0.01 Nepotism](#) was approved earlier this year, establishing the requirements for disclosure of [covered relatives](#) that are employed by Texas A&M University and applies to all A&M employees including those at the Health Science Center and branch campuses at Galveston and Qatar.

A new electronic disclosure process was developed in Laserfiche to reduce paper process inefficiencies. While we had originally anticipated launching this new electronic process in late September, we encountered some technical challenges which took some time to resolve. We have tested the electronic process in Laserfiche and are ready to proceed. **An email to University employees will be distributed tomorrow** with instructions to submit a Disclosure of Employment Relatives form through the Laserfiche process. If an employees has already completed the Laserfiche disclosure form, they do not have to complete it again.

HR Liaisons should familiarize themselves with the [PowerPoint resource](#), which was developed to provide liaisons with information about the important role they will play in the disclosure process. Please visit our [website](#) to review this resource along with the System Policy, SAP, flowchart, and FAQs.

If you have any questions or would like OCRM to deliver a training on this disclosure process, please contact ocrm@tamu.edu or 979.862.4027.

If you have Laserfiche log-in issues, contact IT Help Desk Central at hdc@tamu.edu or 979.845.8300.
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FLSA Overtime Regulations Updates

- Employee and Supervisor Communications Regarding 12/29/19 Change to Biweekly**
Individual email notifications are being sent today to employees who are impacted by the new Fair Labor Standards Act (FLSA) overtime regulations, as well as their supervisors. Colleges and divisions were provided lists in October of employees potentially impacted, and were asked to confirm the change to biweekly. The text of these emails is attached for your information.
- Instructions for Changing Employees to Biweekly by 12/17/19 in Workday**
HR Liaisons should follow these [step-by-step instructions](#) to initiate the change in Workday for employees becoming hourly and nonexempt on December 29, 2019. It is very important that the Workday process is completed no later than December 17, 2019 to assure accuracy of the employee's December pay for the January 2 pay date. Employees changing to biweekly will have a slightly lower December pay (by two working days, December 30 and 31). These days will be picked up on the biweekly pay period beginning December 29.
- Instructions for Implementing Pay Increases to the New FLSA Salary Minimum for Exemption**
HR Liaisons should follow these [steps-by-step instructions](#) to implement pay changes for employees getting a pay increase to the new FLSA salary minimum (\$2,964 per month) or to \$3,000 per month (per \$36,000 required minimum for Postdoctoral Research Associates). Also included are suggested templates for approval memos and notification to the employee.

If you have any questions, please contact Human Resources Classification and Compensation by email at hcomp@tamu.edu or by phone at (979) 845-4170 or hschr@tamu.edu for Health Science Center departments.
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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

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