SUPPORT
the fighters
ADMIRE
the survivors
HONOR
the taken

OCTOBER
Breast Cancer Awareness Month
**Training - Update**

**New Liaisons**  
(as of 10/22/20)

- Receive Welcome Email
- Assigned Required Training
- 9 months to complete

**Certificates?**

- In current program, certificates are not being issued
- HR Liaison Functional Development Pilot Launch
HR Liaison Website

• New design will be launching soon
• Updated information
• Improved navigation
• Additional sections of Foundational and Functional courses will be posted in TrainTraq and on the website soon.
Update to LNN

Articles with a red ★ should be shared with employees that are in your area of responsibility as an HR Liaison.

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS
- Hiring Authorization/Additional Job (Non-Faculty Positions)
- ★ Voting Leave Includes Time Off for Early Voting
- Final Flu Vaccine Clinics On Campus Wednesday
- Registration Open – HR Liaison Network Fall Meeting
- Workday Services Education – October & November Webinars
- COVID-19 Return to Campus Courses

PAYROLL REMINDERS
- October 19:
  - #21-04 Current Timesheets,
  - Workday BP Approvals, Lump
  - Sum Payouts, PPRs & Time Off
- Requests due at 11:00am

★ Please share this article with employees in your department.
Voting Leave Includes Time Off for Early Voting
Eligible employees are entitled to take paid time off to vote in state or national elections, including early voting, with supervisory approval. Eligible employees may use this time off in those instances where they are not able to vote before or after their scheduled work shift. Voting leave is one of the categories in Workday for Leave of Absence with Pay. See online information. Questions on voting leave should be submitted to benefits@tamu.edu or hscr@tamu.edu.
• Review the HR Liaison Network News every Monday
• Save the Date for the Spring Meeting: February 25, 2021
• HRNetwork@tamu.edu
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HROE CORE VALUES:
Integrity | Diversity & Inclusion | Excellence | Respect | Innovation | Engagement