

# HR LIAISON NETWORK NEWS



Please make the following information available to employees in your department as appropriate.

February 6, 2017

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## PAYROLL REMINDERS

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- Biweekly EPAs due at noon

February 7:

- PPRs print

February 8:

- PPRs available online

February 10:

- Supplements due at noon
- Uploads due at 1pm
- TimeTraQ due at 4pm

[Processing Schedules](#)  
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## HUMAN RESOURCES

### Living WELL Aware at Texas A&M

Have you had a chance to check out the January newsletter for Living WELL Aware at Texas A&M? If not, we encourage you to check out the newsletter archive found at <http://employees.tamu.edu/benefits/wellness/livingwellaware/lwa-newsletters/>. Stay tuned for the February newsletter that will include information on this month's essential element: Critique Caloric Consumption.

Also, if you were unable to attend the Living WELL Aware at Texas A&M Kickstart Conference in December or if your family members would like to attend, Living WELL Aware is coming to St. Joseph Catholic Church in Bryan. Join Dr. Patricia J. Sulak and Dr. Jeffery Waxman on Saturday, February 11 from 9:00 a.m.-2:30 p.m. (light lunch provided) to learn more about the Eleven Essential Elements to Health and Happiness. The registration fee is \$35. Register online at [stjosephbcs.org/living-well-aware](http://stjosephbcs.org/living-well-aware) or by phone at (979) 822-2721.

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### President's Meritorious Service Award Winners

The 30<sup>th</sup> Annual President's Meritorious Service Award recipients have been announced! Twenty-five individuals, two teams and two supervisors will be honored Monday, February 27 at 3:30 p.m. in the MSC Bethancourt Ballroom. A reception with refreshments will be held following the ceremony and will serve as the official kick-off of [Staff Appreciation Week](#) at Texas A&M! All University employees as well as Chartwells and SSC Service Solutions employees are invited to the award ceremony and reception honoring these outstanding staff members. For a list of this year's award recipients, visit [employees.tamu.edu/pmsa](http://employees.tamu.edu/pmsa) online.

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### Staff Appreciation Week February 27 – March 3

Staff Appreciation Week for 2017 is only a few weeks away! Mark your calendar to attend as many of these events as your schedule allows. Supervisors are encouraged to begin their planning efforts now to ensure sufficient office coverage during this week of events. Remember to make plans in your respective units to host your own unit-specific event on Friday to celebrate National Employee Appreciation Day. For additional information about the week of events, visit [saw2017.tamu.edu](http://saw2017.tamu.edu) for details.

- [PMSA Award Program & SAW Kick-Off \(Feb. 27\)](#)
- [President Young's Backyard Picnic \(Feb. 28\)](#)
- [Beyond Motivated with David Goggins \(Mar. 1\)](#)
- [Maroon & White Wellness Walk & Rally \(Mar. 2\)](#)
- [Department Appreciation Day \(Mar. 3\)](#)

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### Hiring Freeze Directive

Last week, University leadership received a memo from the Governor's Office of Budget and Policy issuing an immediate hiring freeze across all agencies under Governor Abbott's direction as well as all higher education institutions through the end of the fiscal year. The Division of Human Resources and Organizational Effectiveness is working closely with the System Office and the President's Office to determine the next steps for Texas A&M University. At this time, we are in the process of determining the types of positions that are impacted by the hiring freeze. As additional information becomes available, we will communicate this information to the campus-community in a timely manner.

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### PROJECT HELIOS POWERED BY WORKDAY

*Please share the following information with ALL employees, including student employees. Workday will replace many of the current Single Sign-On applications in DECEMBER 2017.*



### Workday & You

In an effort to keep the campus community informed, the Division of Human Resources and Organizational Effectiveness has created a new web page, [Workday & You](#), devoted to all Texas A&M University employees (staff, faculty, students). From this page, employees and HR Liaisons can view specific information related to their role in Workday at [Workday & Employees](#) and [Workday & HR Liaisons](#). The pages include news and updates, upcoming events, videos, resources and contact information to keep you in tune with the latest information on Workday.

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### Workday Open Forum

The Division of Human Resources and Organizational Effectiveness will be hosting a Workday Open Forum on Thursday, February 16 from 12:00-1:30 p.m. at the Equine Complex. Dr. Barbara Abercrombie, along with Texas A&M's project team members, will share insight into Workday. Join us for a light lunch, learn about the Workday transition and share your feedback. [Register](#) now to attend this interactive session.

To view the schedule for future Workday Open Forums, visit [Workday & You](#).

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### New Security Role Definitions

The list of Workday security role definitions has been updated to include the roles of Timekeeper, Department Head and Executive Approver. To view the complete list of security role definitions, visit [Workday & HR Liaisons](#).

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### Workday Town Hall

The Texas A&M System Project Team will be hosting Workday Town Hall sessions on Monday, February 27 at the General Services Complex, 101. These sessions are intended for leadership team members through the Dean level, HR/Benefit/Payroll administrators and processors, People Admin administrators, people who create/approve EPAs, pre-budget processors and employees interested in learning more about Workday.

Morning Session | 9:00 a.m. – 12:00 p.m.

- [Register Here](#) (Event Code CSTH1)
- [Agenda for 9:00 a.m.](#)

Afternoon Session | 1:00 p.m. – 4:00 p.m.

- [Register Here](#) (Event Code CSTH2)
- [Agenda for 1:00 p.m.](#)

WHAT will be covered?

- The What is Workday session will provide a brief introduction of and status update on the Workday project; it is perfect for individuals who don't know much about the project.

- The What You Can Expect *in Workday* is a pre-recorded video showing what some of our business processes will look like in Workday, similar to the Lifecycle of an Employee demonstration given to the HROs October 13, 2016, but shorter and more concise. This session is intended for HR, Benefit and Payroll administrators and processors.
- The Workday Plays Well With Others session will provide a brief update on financial integrations with Workday, specifically addressing Data Warehouse, Pre-budget Reports and Payroll Costs Transfers. It is intended for those working in budget, finance and payroll departments.

Each session will allow attendees the chance to ask questions of the Project Helios team. Attendees are encouraged to submit questions before the event to [projecthelios@tamus.edu](mailto:projecthelios@tamus.edu). The team will answer submitted questions first and take live questions afterward, answering as many questions as time will allow.

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## EMPLOYEE & ORGANIZATIONAL DEVELOPMENT

### Training Compliance Reports for February – As of February 1, 2017

Attached are the monthly compliance reports for System-required employee training: 1) Required Employee Training Assignments Report, and 2) Required Employee Training Departmental Progress Report. The latter report lists, by ADLOC/Departments (M Workstation), the completion and past due percentages on all five required courses.

#### Summary

- 82 (48%) of the 172 M Workstation ADLOCs have 100% of employees up-to-date or current on training assignments.
- The total number of past due assignments decreased 22.7% from 1878 to 1451.
- The total number of past due employees decreased 19.4% from 921 to 742.
- The total number of past due Faculty employees decreased 23.0% from 291 to 224.
- The total number of past due Budgeted Staff employees decreased 17.2% from 186 to 154.
- The total number of past due Wage Staff employees decreased 13.3% from 270 to 234.
- The total number of past due Graduate Assistant employees decreased 41.9% from 31 to 18.
- The total number of past due Student Worker employees decreased 21.7% from 143 to 112.

#### 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 – 98.4%
  - Information Security Awareness – 97.4%
  - Orientation to the A&M System – 99.3%
  - Reporting Fraud, Waste and Abuse – 98.8%
  - Required Training for Athletics Task Workers – 88.2%

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## TIP OF THE WEEK

### Alternate Work Location Available to Support Work/Life Balance

With today's 24/7 connectivity through email, online applications and cell phones, some employees may be able to perform job duties from an alternate work location as effectively and efficiently as if the employee were in the office. Your department may consider an employee's request for an alternate work location (AWL) in support of its commitment to work/life balance and to provide a flexible response to meet specific employee needs. To learn more, visit <http://employees.tamu.edu/relations/alternate-work-location/> for Alternate Work Location procedures and resources.

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**HR LIAISON NETWORK  
MEETINGS:**

- May 16, 2017
- June 26, 2017

HR Liaison Network News (LNN) is distributed weekly to departmental HR Liaisons at Texas A&M University. If you have questions about LNN contact:

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