

Workday is Coming!



Welcome to Texas A&M University!

Don't get too comfortable with HRConnect, TimeTraq, LeaveTraq or iBenefits! On December 17, 2017, we are retiring our HR, payroll and benefits tools and moving to Workday.

Activity	Who is Affected	Current System	Workday Worklet
<ul style="list-style-type: none"> Enroll in annual benefits View benefits information and deductions Update a life event change* (i.e. marriage or dependents) Add / Change beneficiary 	Faculty and Staff that receive Benefits	iBenefits	Benefits
<ul style="list-style-type: none"> Change home address Add / Change emergency contact 	Faculty, Staff, Students	HRConnect	Personal Information
<ul style="list-style-type: none"> View paychecks (referred to as payslips in Workday) View / update direct deposit information (up to five accounts) View / update tax withholding 	Faculty, Staff, Students	HRConnect	Pay
<ul style="list-style-type: none"> Request vacation and sick leave View vacation and sick leave balances 	Employees that are eligible for Vacation and Sick Leave benefits	LeaveTraq	Time Off
<ul style="list-style-type: none"> Approve time off requests View team time off calendars (Manager security role only) 	Faculty and Staff Managers and Supervisors (<i>who manage at least 1 employee</i>)	TimeTraq	Team Time Off

For more information, please visit Workday Help, which is available through your Single Sign On (SSO) menu.

