

Say

Goodbye



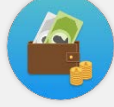


to HRConnect, TimeTraq,
LeaveTraq, iBenefits & more!

Say

Hello

to a brighter workday.

On **December 17, 2017**, The Texas A&M University System is retiring our current HR, payroll and benefits tools and moving to **Workday**, a web-based application with self-service and mobile capabilities!

ACTIVITY	WHO'S 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 (who manage at least one employee)	TimeTraq	Team Time Off 



FOR MORE INFORMATION:

Workday Help: logon via Single Sign-On (SSO) menu sso.tamus.edu

Workday & You: employees.tamu.edu/workday