



HR LIAISON NETWORK NEWS

August 7, 2017 | Share the following information within your departments as appropriate.

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

[Employee's Managers / Primary Managers for Workday](#)
[Save the Date: Workday Skills Training for HR Departmental Processors/Liaisons](#)
[Training Compliance Reports for August – As of August 1, 2017](#)

WORKDAY

[Getting to Know Workday](#)
[Workday Awareness Training](#)
[Workday Skills Training for the Manager Security Role](#)

WELLNESS WORKS!

[FREE Fitness Sessions for Texas A&M Faculty & Staff](#)
[New Piranha Fitness Policies – Effective 8/28/17](#)
[Living WELL Aware at Texas A&M - Essential Element #8: Passionately Pursue Purpose and Priorities](#)
[Financial Wellness Counseling](#)

PATHWAYS PERFORMANCE MANAGEMENT

[Coaching Tips for Supervisors](#)

PAYROLL SERVICES

[Form I-9 Versions on Spotlight](#)
[Tentative Prep Budget Roll to Active](#)

TIP OF THE WEEK

[Have You Heard About OCRM?](#)

PAYROLL REMINDERS

August 7:

- Biweekly EPAs due at noon

August 8:

- PPRs print

August 9:

- PPRs available online

August 11:

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

August 14:

- Biweekly EPAs due at noon

[Processing Schedules](#)
[Payroll Reports](#)

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

Employee's Managers / Primary Managers for Workday

It is extremely important that HR Liaisons review the employee/manager relationship for their respective departments. HR Liaisons with the SSO Department Administrator role are encouraged to take some time this week to review the following two reports. Please confirm the completion of this task, indicating the ADLOCs reviewed, to ldohnalik@tamu.edu by **Friday, August 18**.

1. *Verify the Primary Manager is Correct for Each Employee (staff/faculty/student/Graduate Assistant) in the Department:* the primary manager should be the supervisor responsible for all employment processes related to the employee (think organization chart – the employee is a direct report of the supervisor/manager)
 - a. From the SSO menu, select *Dept Admin* tab in the top right corner
 - b. Click the *Reports* tab
 - c. Select *Employee's Managers List* from the drop-down menu
 - i. Employee Workstation = M-TAMU
 - ii. Manager Structure = All Structures
 - iii. Employee PIN = All PINs
 - iv. Employee ADLOC = select the appropriate ADLOC

v. Employee Manager = Primary Manager

2. *Verify that Each Employee (staff/faculty/student/Graduate Assistant) has a Primary Manager:* everyone working at Texas A&M must have a primary manager denoted in SSO to transition into Workday correctly (see description above)
 - a. Use the same parameters for report #1 above with one exception
 - i. Employee Manager = Without Manager

[Top](#)

Save the Date: Workday Skills Training for HR Departmental Processors/Liaisons

Skills training will be assigned through TrainTraQ and facilitated via WebEx. The following topics will be offered Tuesday (10am-12pm), Wednesday (1pm-3pm) and Thursday (2pm-4pm) of the weeks indicated below:

October 16

- Workday Core HCM Concepts (HR Dept Processor/Liaison)

October 23

- Recruiting

October 30

- Staffing and Onboarding

November 6

- Goals and Performance
- Tracking Time
- Managing Time Off and Leave

November 13

- Answering Common Employee Questions
- Answering Common Manager Questions
- Go Live Information

[Top](#)

Training Compliance Reports for August – As of August 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 171 M Workstation ADLOCs have 100% of employees up-to-date or current on training assignments.
- The total number of past due assignments decreased 1.8% from 1907 to 1872.
- The total number of past due employees decreased 1.1% from 1051 to 1039.
- The total number of past due Faculty employees increased 3.0% from 203 to 209.
- The total number of past due Budgeted Staff employees increased 6.7% from 178 to 190.
- The total number of past due Wage Staff employees decreased 5.7% from 474 to 447.
- The total number of past due Graduate Assistant employees decreased 52.6% from 19 to 9.
- The total number of past due Student Worker employees increased 4.0% from 177 to 184.

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 – 98.1%
 - Ethics – 98.0%
 - Information Security Awareness – 96.9%
 - Orientation to the A&M System – 99.1%
 - Reporting Fraud, Waste and Abuse – 98.8%
 - Required Training for Athletics Task Workers – 79.0%

[Top](#)

WORKDAY

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



Getting to Know Workday

Did you know there are several resources already available to help you learn more about Workday? HROE has a dedicated webpage called [Workday & You](#) which includes supplemental pages for [Employees](#), [Managers](#) and [HR Liaisons](#). The Texas A&M University System also hosts a Workday website at workday.tamus.edu. And, [Workday Help](#) is available from your SSO menu! Looking for a more interactive means of learning about Workday, join us at one of the monthly [Workday Open Forums](#) or visit with one of the [Texas A&M project contacts](#).

[Top](#)

Workday Awareness Training

Awareness Training will be assigned September 18 via TrainTraq to everyone with a Core, HR departmental processor/liaison and/or manager security role. Employees in these security roles will receive the *TAMUS Workday Core Concepts, Navigating Workday and Reporting* courses. Additional awareness courses will be assigned to individuals with the Core security roles. Awareness training will wrap up October 21.

[Top](#)

Workday Skills Training for the Manager Security Role

As a reminder, anyone that currently supervises one or more employees and is setup as the primary manager in Single Sign-On (SSO) will transition into Workday with the Manager security role. For details on this role, please review [Workday Help](#) available on the SSO menu.

Skills training for individuals with the Manager security role will be assigned through TrainTraq and facilitated via WebEx beginning October 23. These sessions will cover the following topics:

- Workday Core HCM Concepts (Manager)
- Merit and Performance Management
- Managing Your Inbox
- Recruiting
- Staffing and Separation
- Time Off and Leave / Time Tracking

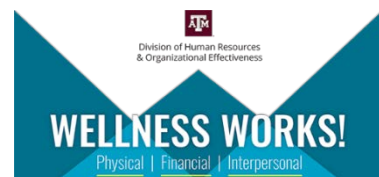
[Top](#)

WELLNESS WORKS!

Please share the following information with employees in your department.

FREE Fitness Sessions for Texas A&M Faculty & Staff

Looking for opportunities to maximize your [Wellness Release Time](#)? Check out one of our free fitness sessions for Texas A&M faculty and staff brought to you by *WELLNESS WORKS!*. Our fitness sessions are led by certified instructors from Rec Sports and other local health experts including Open Sky Health and Piranha Fitness Studio.



- **NEW!** – Check out the *WELLNESS WORKS!* August 2017 Interim Fitness Schedule for August 8 – August 24

**WELLNESS WORKS! participants are required to sign-in at the Rec Center Member Services desk for classes at Rec Sports.*

[Top](#)

New Piranha Fitness Policies – Effective 8/28/17

Beginning August 28, Piranha Fitness Studio will be enforcing new policies for *WELLNESS WORKS!* classes including the following:

- No Show Policy
- Cancellation Policy
- Waitlist Policy

- Late Policy

WELLNESS WORKS! participants are asked to familiarize themselves with these policies found online ([here](#)) under the Piranha Fitness Studio drop down tab.

[Top](#)

Living WELL Aware at Texas A&M - Essential Element #8: Passionately Pursue Purpose and Priorities

The August video for Living WELL Aware at Texas A&M is now available to you! Tune into this month's course, **Essential Element #8: Passionately Pursue Purpose and Priorities** available via TrainTraq.

- Texas A&M University, Workstation M – [Watch it here!](#)
- Texas A&M Health Science Center, Workstation H – [Watch it here!](#)

To review past Essential Elements, check out our [online newsletter archive](#). **Due to contractual provisions with Dr. Sulak, Living WELL Aware at Texas A&M is only available to faculty and staff of Texas A&M University (workstations M and H).*

[Top](#)

Financial Wellness Counseling

Beginning in August, *WELLNESS WORKS!* will be facilitating one-on-one financial wellness consultations with financial/retirement advisors on campus in the General Services Complex (GSC) Room 1203 or 1205. These consultations will be provided by Lincoln Financial Group and TIAA Financial advisors and are intended to help employees learn ways to take control of their financial well-being. Both Lincoln Financial Group and TIAA Financial are approved A&M System retirement vendors. Click [here](#) to learn more about this opportunity to enhance your financial wellbeing.

[Top](#)

PATHWAYS PERFORMANCE MANAGEMENT

Coaching Tips for Supervisors

Please share with your supervisors.

The Coaching stage of the PCER (Plan, Coach, Evaluate, Reward) model of Performance Management begins after the setting of the Performance Goals. During this stage, supervisors hold periodic performance discussions with their employees, and they provide necessary training, feedback and support in order to help ensure successful completion of goals. Here are some helpful tips to keep in mind as this stage begins.

- **Keep Performance Goals Visible** – It is important that supervisors review performance goals throughout the year and make any necessary changes to goals to help ensure that they remain current.
- **Document Progress Notes** – All supervisors need some type of documentation system to record notes on employee progress. These notes serve as “memory joggers” when having performance discussions with the employee and can be vital when reviewing the year's progress at the annual performance evaluation. Supervisors can choose whatever method of documentation best suits their needs. These notes, while private, can be subject to the open records act, so it's important to practice good documentation standards.
- **Hold Performance Discussions** – Supervisors need to provide their employees with feedback during the year on progress they are making toward their performance goals. Some supervisors conduct mid-year performance discussions at the six-month mark or on a quarterly, or even monthly, basis. In order to help accommodate the documentation of these performance discussions, supervisors can use the Performance Feedback Form found in the Resources section at employees.tamu.edu/PD/Pathways.

For assistance with PATHways Performance Management, please visit the website at employees.tamu.edu/PD/Pathways or contact the PATHways support team at HRPATHways@tamu.edu or (979) 845-4153.

[Top](#)

PAYROLL SERVICES

Form I-9 Versions on Spotlight

Payroll Services has both versions of the Form I-9 on the spotlight section of the Payroll Services [website](#). Please do not use the new version (dated 07/17/17 N) until we notify you, instead continue to use the old version (dated 11/14/2016 N). Guardian is planning on updating their electronic I-9 system to the new version in late August 2017. The Form I-9 is best viewed at this time in Internet Explorer rather than in Chrome. Form I-9 questions: Laura Ellis (lauraellis@tamu.edu | (979) 845-7127) or Paul Castilleja (pcastilleja@tamu.edu | (979) 845-7131).

[Top](#)

Tentative Prep Budget Roll to Active

Tentatively, Prep Budget Roll to Active is scheduled for the weekend of August 11, 2017. Users may not enter FY2018 budgeted EPAs until Monday, August 14, 2017.

[Top](#)

TIP OF THE WEEK

Have You Heard About OCRM?

Employee Relations and Policy & Practice Review have merged into a new department, Organizational Consulting & Resolution Management (OCRM). To learn about their services, visit employees.tamu.edu/ocrm online.

[Top](#)



Division of Human Resources
& Organizational Effectiveness

QUESTIONS? HRnetwork@tamu.edu | 979.862.3854 | 979.845.4141

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/liaisons

HR LIAISON
NETWORK
MEETINGS:

TBD