



# HR LIAISON NETWORK NEWS

July 31, 2017 | Share the following information within your departments as appropriate.

## HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

[Workday User Acceptance Testing](#)  
[Additional Workday Security Roles](#)  
[New Graduate Student Employee Benefits Orientation](#)  
[New Employee Welcome \(TAMU NEW\) Session, August 9](#)

### WORKDAY

[Workday Help – Get Answers](#)  
[Workday Open Forum, August 17](#)

### WELLNESS WORKS!

[Diabetes Self-Management Workshop](#)  
[Designing a Life of Purpose: Creating and Establishing Vision + Goals for your Life](#)  
[Financial Wellness Counseling](#)  
[New Piranha Fitness Waitlist / Cancellation Policy](#)

### PAYROLL SERVICES

[Form I-9 Revised Version](#)

### TIP OF THE WEEK

[Supervisor Resources](#)

## PAYROLL REMINDERS

August 1:

- Monthly Pay Day

August 2:

- Biweekly PVDs available online

August 4:

- Biweekly Pay Day

August 7:

- Biweekly EPAs due at noon

August 8:

- PPRs print

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

## HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

### Workday User Acceptance Testing

Multiple HROE staff members will be attending Workday User Acceptance Testing and will be unavailable Tuesday, August 1 through Thursday, August 3, 2017. Therefore, there will be limited staff available to assist our customers in each HROE department. We apologize for any inconvenience this may cause and appreciate your patience as we complete this important phase of our [Workday](#) implementation.

[Top](#)

### Additional Workday Security Roles

These security roles may be inherited based on current access or responsibility.

- *Sponsored Research Services* – custom A&M System security role for approval of costing associated with A&M System Cost Centers in which they are a responsible party
- *Department Head* – performs actions on members of assigned supervisory organizations and subordinates such as requisition, hire, change job and compensation change; role is intended to accommodate the current A&M System ADLOC Department Head and the Head/Director of a FAMIS subsidiary account
- *Cost Center Approver* – authority to charge funds (salary, allowances, one-time payments, fringe, etc.) to a specific A&M System custom organization (Cost Center)
- *Executive Approver* – executive security role above the Department Head for certain staffing events for staff, faculty and other employee types depending upon System Member requirements
- *Manager* – supervisor with decision making authority, accountability and responsibility for staffing and employment events for one or more workers within their supervisory organization

[Top](#)

## New Graduate Student Employee Benefits Orientation

A special benefits orientation has been developed for newly hired Graduate Student employees working in benefits-eligible Graduate Assistant positions. The sessions on Monday, August 21, will provide a benefits overview, important information regarding the enrollment process and a presentation from a Graduate Student Health Plan representative. Please share the [orientation flyer](#) with your new Graduate Assistants and encourage them to attend. Questions can be directed to Benefit Services at [benefits@tamu.edu](mailto:benefits@tamu.edu) or (979) 862-1718.

[Top](#)

## New Employee Welcome (TAMU NEW) Session, August 9 – Please Register by Friday, August 4

Please forward this information to all hiring supervisors and encourage them to register their new employees. The next session of New Employee Welcome (TAMU NEW) Session will be held Wednesday, August 9 from 9:30 a.m. to 2:00 p.m. (lunch included) in the General Services Complex. All employees welcome. Employees can register online at: <http://training.tamu.edu/schedule/#EmployeeOrientations>. If you would like to hold a seat for an incoming employee who is not yet on TrainTraQ, please call (979) 845-4153.

[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.



### Workday Help – Get Answers

Explore your brighter Workday today and visit Workday Help accessible from your [SSO menu](#). It has information available to help you get acquainted with and learn about Workday – your new HR, payroll and benefits system – launching in December! The *Get Answers* section of [Workday Help](#) features a comprehensive list of Q&As covering general and specific information about Workday, employees, managers, training, time and absence, payroll, mobile, future state and more. Check it out!

[Top](#)

### Workday Open Forum, August 17

Registration is open for the Workday Open Forum on Thursday, August 17 from 12:00-1:30 p.m. at the Equine Complex, Andras A&B. All employees, including HR Liaisons/department processors and managers/supervisors, are encouraged to attend. Register [here](#). Not able to attend in person? Join via [WebEx](#).

For more information about upcoming sessions and to review information from past sessions, visit [Workday & You](#) on the Human Resources and Organizational Effectiveness website.

[Top](#)

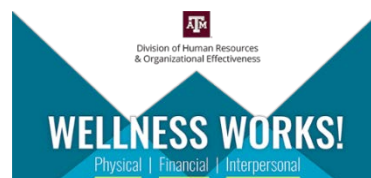
---

## WELLNESS WORKS!

Please share the following information with employees in your department.

### Diabetes Self-Management Workshop

The Diabetes Self-Management Workshop is currently full, but here are some tips that were discussed in the informational session:



1. **Diabetes Plate Method:** The American Diabetes Association has an interactive online feature called 'Create Your Plate'. It allows individuals to meal plan ways to manage your blood glucose levels and lose weight. Your Plate can be found [here](#).
2. **Deep Breathing:** Did you know that stress can lead to higher blood sugar? Deep breathing is an easy technique that can be applied in any setting and has been proven to lower stress levels.
3. **Create an Action Plan:** Creating an action plan can help you to move from being educated to being empowered. An action plan should be around something YOU want to do, something that you can achieve in the timeframe of a week, and something that is an action. Set yourself up for success!

[Top](#)

### Designing a Life of Purpose: Creating and Establishing Vision + Goals for your Life

Presented by The Lululemon College Station Showroom Team

Monday, August 7 | 1:00 p.m. - 2:00 p.m. | General Services Complex (GSC) Room 101A

To coincide with this month's Living WELL Aware Essential Element # 8 – *Passionately Pursue Purpose and Priorities, WELLNESS WORKS!* and the Lululemon College Station Showroom Team cordially invite you to attend an informational about creating and establishing vision + goals for your life. The College Station showroom team is excited to bring the mission of Lululemon (elevating the world through the power of practice) to you!

- The vision + goals program is designed to support you in the journey of intentionally creating a life you love.
- Together, we will define what is authentically important for you personally, and then provide direction, techniques, and resources for you to bring your vision to life through goal setting.

To register for the workshop informational click [here](#). For additional information about the Lululemon College Station Showroom click [here](#).

[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 advisors and are intended to help employees learn ways to take control of their financial well-being. Both Lincoln Financial Group and TIAA are approved A&M System retirement vendors. Click [here](#) to learn more about this opportunity to enhance your financial wellbeing.

[Top](#)

### **New Piranha Fitness Waitlist / Cancellation Policy**

Beginning August 28, there will be a “no show” policy enforced at Piranha Fitness Studio. Each participant will be allowed 3 “strikes” where a strike is represented as a participant not showing up for the class they signed up for. After 3 strikes, the participant is no longer eligible to participate in TAMUWW classes at Piranha Fitness Studio. In addition to “no shows”, there will also be a late arrivals policy. At the time the instructor starts the class, your spot in the class is eligible to be given away to a walk-in or waitlisted client if you are not present.

[Top](#)

---

## **PAYROLL SERVICES**

### **Form I-9 Revised Version**

USCIS released a revised version of Form I-9 on 07/17/2017. Minor changes and revisions were made to the instructions and the List of Acceptable Documents. Specifically, List C now includes the FS-240 (Consular Report of Birth Abroad), which is issued to certain employees born overseas to a US citizen parent. The changes are included in the revised [Handbook for Employers](#).

Texas A&M will continue using the current version (dated 11/14/16 N) until September 18, 2017. Guardian is planning on updating their electronic I-9 system in late August 2017 to the new version (dated 07/17/17 N). Payroll Services will notify you when the revised version is available for use.

Form I-9 questions can be directed to Laura Ellis ([lauraellis@tamu.edu](mailto:lauraellis@tamu.edu) | (979) 845-7127) or Paul Castilleja ([pcastilleja@tamu.edu](mailto:pcastilleja@tamu.edu) | (979) 845-7131).

[Top](#)

---

## **TIP OF THE WEEK**

### **Supervisor Resources**

Do you supervise one or more individuals? If so, be sure to check out the [Supervisor's Toolbox](#) available through HROE Professional Development. In addition, several [online training](#) courses such as *Effective Hiring Procedures* and *Managing Employee Performance* are available to help polish those supervisory skills. The role of a supervisor will be enhanced by the Manager security role with the launch of [Workday](#) in December; don't delay give these resources a try today!

[Top](#)





Division of Human Resources  
& Organizational Effectiveness

**QUESTIONS?** [HRnetwork@tamu.edu](mailto: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/liasons](http://employees.tamu.edu/liasons)

HR LIAISON  
NETWORK  
MEETINGS:

TBD