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March 16:
• #22-15 Retro Timesheets and Workday Retro BP Approvals due at 5:00pm

March 17:
• Monthly Retro Business Process Approvals due at 5:00pm

March 21:
• #22-15 Current Timesheets, Workday BP Approvals, Lump Sum Payouts, PPRs & Time Off Requests due at 11:00am
• #22-15 Pay Calculation Results Report available at 12:00pm
• Monthly Pay Calculation Results Report available at 12:00pm

Payroll Processing Calendar Key
Processing Schedules
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HROE PATH FORWARD

The Path Forward for HROE – Summary of Virtual VP Meeting
Thank you to those of you who were able to join us for the first Virtual VP Meeting last week with Mr. Slaydon and Mr. John Crawford, Vice President for Finance & Chief Financial Officer. Due to technical difficulties, we were unable to record the meeting. Here are a few key takeaways from the meeting.

1. Thank you for all that each of you have done and continue to do to serve our faculty, staff, and students, particularly during this time of widespread change.

2. Leveraging existing relationships is key to our collective success.
   • The VP for HROE and the VP for Finance have been working closely together to implement the strategies accepted by President.
   • In addition to ongoing efforts to review position descriptions and discuss operational needs with college and division leadership, a formal working group composed of Finance and HR staff will convene in the coming weeks to address the appropriate staffing levels and available personnel for both HROE and Finance divisions.

3. Some of the misconceptions that we have heard from meetings with HR working groups, various leaders, and other groups around campus include:
   • Misconception #1: There is no career ladder or development path for HR or Payroll professionals. A new Payroll professional career ladder has recently been added and the HR professional career ladder is under development and will be sent to the System-wide Pay Plan Administrator for review and approval. These career ladders provide comparable titles to the “business” series and establish a variety of opportunities for HR and Payroll professionals to promote the development and progression of staff within the organization.
• **Misconception #2:**
  *HR Liaisons who are transitioned to an HR professional role will automatically lose their current salary.*  As indicated in the bullet above, HROE is in the process of implementing a career ladder for HR professionals which will map HR positions laterally from the business career ladder with no impact on salary. Any salary increases to address equity or recognition of new roles and/or responsibilities will be taken into consideration no earlier than FY 2023.

• **Misconception #3:**
  *HR Liaisons who are transitioned to an HR professional role will be physically moved to one centralized location.*  HROE will strengthen the delivery of services through a deployed group of HR professionals who will have full-time human resources responsibilities. HROE will have readily available professionals embedded within departments, colleges, and divisions. This includes bringing specialists (subject matter experts or SMEs) closer to the customer to push approval processes deeper into the organization to ensure quick turnaround times.

If you are unsure of how you fit into the organizational changes that are happening within HROE as well as across Texas A&M University, seek answers to your questions through credible sources such as [The Path Forward](https://pathForward.tamu.edu) website, reach out to a [working group member](https://pathForward.tamu.edu/), or send a message to [HR-feedback@tamu.edu](mailto:HR-feedback@tamu.edu). Thank you again! You are vital to our success!

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**Register for March Fellowship Series – Themed Brown Bag Lunches**

HROE staff are excited and honored to work alongside HR professionals like you who are committed to excellence in providing high quality customer service and enhancing the efficiency and effectiveness of our HR delivery systems! As we work together toward the Path Forward, we want to cultivate a culture of relationship building and partnership between you and our HROE staff. To move us forward in the development of a true partnership, we are happy to announce and invite you to our Fellowship Series!

On the last Thursday of each month, HROE will host a Themed Brown Bag Lunch at the Equine Complex with giveaways for those in attendance and chances to win awesome door prizes! We invite you to take advantage of the opportunity to get to know our HROE staff on a more personal level and connect with other HR professionals (liaisons). Note that there will not be a formal agenda or discussion at these gatherings.

**Fellowship Series – Brown Bag Lunch**

**March Theme:**  *Unload Your Baggage!*  Take advantage of this opportunity to participate in some great conversations and a fun baggage swap activity. Bring your gently used handbag, backpack, pocketbook, or other bag to exchange for something new to you! Bring one, take one! All bags leftover from the swap will be donated to charity. And as an added bonus, two lucky people will win a new bag through our door prize drawing!

**March Lunch**

- **Date:**  Thursday, March 31
- **Time:**  12:00pm – 1:00pm
- **Location:**  Hildebrand Equine Complex
- **Bring your own lunch. Drinks and dessert provided.**
- [Registration required HERE](https://pathForward.tamu.edu/)

Learn more about the upcoming [Fellowship Series](https://pathForward.tamu.edu/) on our new webpage.

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**HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS**

**Workday 2022R1 and Current Release Notes**

The first Workday release of 2022 is now live. [Watch the five-minute Workday Release Preview video](https://pathForward.tamu.edu/) that provides additional information and demonstration of new features related to user experience, recruiting and merit. The video is also available in the news section on the [Workday Help](https://pathForward.tamu.edu/) home page.

As a reminder, Workday Services provides a weekly summary of updates to our Workday tenant. [Release Notes for 03/10/2022](https://pathForward.tamu.edu/) cover compensation, security, staffing, time tracking and Workday reporting. You can find them on the [Workday Help](https://pathForward.tamu.edu/) home page along with archived release notes.
Workday Training Updates - Week of 03/07/2022

- **New User Guides**
  - Export Control Review (Edit Additional Data) / job aid – document Export Control Review in Workday
  - Absence Certifications (Edit Additional Data) / job aid – outlines the process for Absence Administrators, Absence Partners and HR Partners to enter absence certification using Additional Data to record an employee’s authorization to request specific Time Off plans

- **Updated User Guides**
  - Manage Certifications for your Employee / job aid – updated to reflect that Absence certifications are no longer housed in this area; added a redirect to security roles to see the new job aid Absence Certifications (Edit Additional Data)
  - Manage Your Certifications and Licenses / job aid – updated the Important Information section to redirect user to new job aid Absence Certifications (Edit Additional Data)
  - Manage Supervisory Organizations / job aid – updated to reflect Organization Partner’s ability to assign the Manager security role to a new supervisory organization
  - Time Off Plans / reference guide – remove “talent” from the certification titles to reflect the absence certification functionality being moved out of Talent; also updated information that was missing on other Time Off Plans that were listed
  - Additional Data Custom Objects / reference guide – added two additional Custom Objects; one for Absence Certification and one for Export Control

- **Retired User Guide**
  - Assignable Roles for Security in Workday / reference guide – information is available directly from Workday Help (Support > Security Roles); this page was updated to reflect new security roles and updates to existing security; updates were made for Vaccine Partner, Background Check Partner, Organization Partner, Export Control Partner

An archive of these Workday Weekly Updates are kept online.

Performance Reviews are Right Around the Corner
The annual performance review period for staff (non-faculty) employees will begin April 1, 2022. In preparation for the start of the performance review period, HR Liaisons should do the following:

1. Remind employees and supervisors that goals must be entered and approved in Workday by March 31, 2022. [Review these resources](#) to learn more about goals and how to add them to Workday.
2. Sign up for Awareness Sessions which are scheduled and available in [TrainTrac](#).
3. Visit the current [schedule](#) to register for the upcoming classes regarding Employee and Supervisory Performance Management Best Practices, as well as Workday Demos for Employees, Managers, and HR Liaisons.

Visit our [Performance Management website](#) to learn more. Questions? Email us at [hrevaluations@tamu.edu](mailto:hrevaluations@tamu.edu)

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**PAYROLL SERVICES**

Payroll Form Revisions and Additions
We have updated many of our [Payroll forms](#), including our Payroll Payment Request (PPR) form and in doing so, have created three new forms in order to provide more detailed instructions for your specific event and to streamline the process. Depending on your type of request, you will choose from one of the forms listed below.

- **Revised** Payroll Payment Request
  The PPR is now only used for lump sum or deferral vacation time off payouts upon termination, FLSA, or State Comp Time payouts, or other miscellaneous payments for both month and bi-weekly paid employees. For death benefit payments and emoluments, you will now choose a new form specific for that situation.

- **NEW** Emolument Exception Request
This form has all information and reasons all on one page.

**NEW** Death Benefit & Final Wages (Biweekly paid employees)
**NEW** Death Benefit & Final Salary Payout (Monthly paid employees)

*These new forms have additional sections and expanded information. There are separate forms for biweekly paid employees and monthly paid employees in order to make the form more simplified and straightforward.*

Use of the new forms will be required effective immediately. Please contact Payroll at payroll@tamu.edu if you have any questions or need additional information.

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**Payroll Website Moved**
The Payroll website is now located at employees.tamu.edu/payroll on the Division of Human Resources and Organizational Effectiveness (HROE) website. Remember, any bookmarks or links you may have to former Payroll webpages should be updated. We kept the same web structure of the site, with the same homepage page links to assist in the transition. This move was due to Payroll joining the Division of HROE in February. You may continue to reach the Payroll team at payroll@tamu.edu.

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**Paid Holiday / Early Release Not on Timesheet**
In order to get the time blocks to create for early release, paid holidays and inclement weather events the calculations need to run on the timesheet. These calculations run automatically when employees enter/update time. If an employee does not have worked time to enter or update (paid time off, holidays all week) or they entered all time prior to the event being added to the calendar, they should Run Calculations on their timesheet. You can find the option to "Run Calculations" in the Actions menu on the top right hand side of the employee’s timesheet. The time sheet needs to be submitted and approved for the time to pay.

Alternatively, Timekeepers can choose to run calculations for everyone or groups of individuals.

**Run Time Calculations for a Date Range:**
1. Search for Run Time Calculations for a Date Range report.
2. Select the workers for whom you’d like to run calculations.
3. Enter Run Frequency [Run Now].
4. Enter a Request Name.
5. Select a Start Date and End Date to define the date range for calculations.
6. Click OK to run process.

See Holiday Time Off, Early Release and Timesheets on Payroll Services website for more information.

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**Holiday Pay**
As per System Regulation 31.04.01 System Holidays Section 1.3, if an employee has unpaid Time Off for the entire workday immediately before or after a holiday, they **should not** be compensated for the holiday(s). The employee or Absence Partner should submit Unpaid Time Off to make sure the employee is not paid for the holiday(s).

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**EMPLOYEE WELLNESS**

★Please share this article with employees in your department.

**Living Well Events**
Have a safe and restful spring break.

**Special offerings:**
- **Evening at Aggie Softball** | 3/15 | 5:00pm – 8:00pm

**Personal interest groups:**
- **Infertility Connection** | 3/16 | 12:00pm – 1:00pm
- **Bariatric Buddies** | 3/17 | 12:00pm – 1:00pm

**Fitness offerings:**
- **Total HIIT Fusion** | 3/14 & 3/16 | 4:24pm – 5:30pm
- **Stretch & De-Stress* by PEAP** | 3/15 & 3/17 | 6:45am – 7:15am
- **Dance Fusion** | 3/16 | 12:00pm – 12:45pm

*Please be aware of our participation procedures.*

Download our app by searching “Living Well TAMU” or access our [web app](#). Visit our social media on [Facebook](#), [Twitter](#), and [Instagram](#) for contests, connecting with one another, and more.

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