March 7, 2022 | Share the following information within your departments as appropriate.

HROE PATH FORWARD

March 2 Memo - The Path Forward for HROE
HROE Working Groups

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

Advance Notice of Upcoming Changes to System-Required Course Assignments
Past Due System Required Web-based Training (WBT) Report
Workday Enhancements Released March 12
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PAYROLL

Payroll Website Move
Delegates in Workday
Costing Allocation Report
Zoom Training – Paying Employees in Workday

EMPLOYEE WELLNESS

Living Well Events

PAYROLL REMINDERS

March 7:
• #22-14 Current Timesheets, Workday BP Approvals, Lump Sum Payouts, PPRs & Time Off Requests due at 11:00am
• #22-14 Pay Calculation Results Report available at 12:00pm

March 8:
• #22-14 Pay Calculation Results Report refreshed at 10:00am
• #22-14 Timesheets Locked; only Timekeepers can update
Run Timekeeper Reports

March 9:
• #22-14 BW Final Pay Calculation Results Report available at 2:00pm

March 11:
• #22-14 Biweekly Pay Day

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

Payroll Processing Calendar Key Processing Schedules Workday Tools

HROE PATH FORWARD

March 2 Memo - The Path Forward for HROE
HR Liaisons should have received the March 2 memo from Damon Slaydon, our Vice President of Human Resources and Organizational Effectiveness, outlining new priorities and exciting opportunities for HR professionals under his leadership. As indicated in the memo, HR Liaisons are invited to be informed, involved, and engaged in The Path Forward for HROE through a variety of opportunities including:

• Attending Virtual VP meetings with HR Liaisons & HROE staff – registration info below!
• Reviewing HR Working Group Updates section in the Liaison Network News (LNN) - see next article!
• Attending meet and greet brown bag lunches for HR Liaisons & HROE staff – registration coming soon!
• Participating in training and development opportunities
We invite you to join us for our first Virtual VP Meeting next week with Mr. Slaydon and special guest, Mr. John Crawford, Vice President for Finance & Chief Financial Officer. HR Liaisons must register in advance for this meeting.

**Virtual VP Meeting**

**DATE:** Thursday, March 10  
**TIME:** 2:00 - 2:30pm  
**ZOOM:** Liaison Registration

*After registering, you will receive a confirmation email containing information about joining the meeting. Space is limited to the first 300 registrants.*

**HROE Working Groups**

In December 2021, President Banks shared her "Path Forward" for a collective vision for Texas A&M University, which was based on findings and recommendations made by MGT Consulting and Martin+Crumpton Group in their October 2021 report.

The "Path Forward" included a summary of decisions on key recommendations as well as next steps, which included a call for working groups to implement each of the 41 recommendations. These working groups are currently at various stages of researching and discussing how best to implement the recommendations. HROE has four of these working groups, each chaired by Damon Slaydon, Vice President of HROE, which are:

- **#31 One Stop Human Resources Service Center**
  - Reorganize HROE into a one-stop human resources service center

- **#32 Employee Cross Training**
  - Provide cross-training for HROE employees

- **#33 Liaison Network Centralization**
  - Reinvent the HR Liaison Network

- **#34 Succession Planning**
  - Invest in succession planning and talent management

Going forward, we plan to update you weekly about these working groups, specifically #33 Liaison Network Centralization – *Reinventing the HR Liaison Network*, in this new section of LNN "HROE Path Forward". Watch for updates each week.

To review working group membership, a high-level timeline and progress updates, please visit the University's dedicated website at [pathforward.tamu.edu](http://pathforward.tamu.edu).

**HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS**

**Advance Notice of Upcoming Changes to System-Required Course Assignments**

Two of the System-required courses—Ethics (99001) and Reporting Fraud, Waste, & Abuse (99003)—will be replaced by a new combined course called *Ethics & Fraud (2114400)* later this month. *Ethics & Fraud* was developed based on input from a committee of training coordinators from several A&M System member universities and agencies, the Office of General Counsel, and the Office of Internal Audit. It was pilot-tested successfully in December and was recently updated to respond to feedback from the pilot-testing.

No action is needed on your part. For now, Ethics (99001) and Reporting Fraud, Waste, & Abuse (99003) will continue to be assigned and existing assignments of 99001 and 99003 are still valid. Employees may take *Ethics & Fraud (2114400)* to remove assignments of Ethics and/or Reporting Fraud, Waste, & Abuse. **However, please do not assign Ethics & Fraud manually at this time.** We will provide details about assignments of the new course as we get closer to the implementation date.

If you have any questions, please contact Organizational Development at [OrgDev@tamu.edu](mailto:OrgDev@tamu.edu).
Past Due System Required Web-based Training (WBT) Report

Attached is the monthly Required Training Assignments Report for System-required training. The report format is designed to be helpful, and actionable in enabling compliance. The report also now includes TEES and AgriLife.

1. The first tab is a summary of past due employees by Executive Level 2.
2. The second tab provides more detail with:
   - Filters to quickly identify specific departments with individuals who are past due
   - Highlighting those that are more than 90 days past due and more than 365 days past due.

If you have questions, please contact orgdev@tamu.edu.

Workday Enhancements Released March 12

Workday 2022 R1 enhancements will be released on March 12. Watch the five-minute Workday Release Preview video that provides additional information and demonstration of new features outlined below.

- User Experience
  - Improved accessibility; high contrast mode, changes to buttons, date entry fields, and usability for read-only tables
  - Reports display in table view and are paginated

- Recruiting
  - Job requisition details will populate alongside the job advertisement on the external career site, reducing the need to navigate to a separate page
  - Recruiting inbox tasks are automatically reassigned when a Supervisory Organization is changed on a job requisition and security role assignments are different

- Merit
  - New background process adds supervisory organizations that were not previously included in the Merit process
  - Ability to cancel one or multiple employee events during the Merit process directly from the Maintain Compensation Review Process Employee Participation report

As a reminder, you can find recordings and presentation decks from previous educational webinars on Workday Help (Education > Webinars). Upcoming sessions are available in the calendar section (Calendar > Education).

★Please share this article with employees in your department.

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 TrainTraq.
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 and find available resources. Questions? Email us at hrevaluations@tamu.edu.

PAYROLL

Payroll Website Move

As you recall, Payroll joined the Division of Human Resources and Organizational Effectiveness (HROE) as of February 1, 2022. As part of this transition, we are moving the Payroll website to be a department under the HROE.
website this week. Any bookmarks or links you may have to these pages will need to be updated. Webpages from the former site will be redirected to the new department homepage page. We will keep the same web structure of the site, with the same homepage page links to assist in a seamless transition. The web move is expected to take place Thursday, March 10. You may continue to reach the Payroll team at payroll@tamu.edu.

**Delegates in Workday**
Please ensure Managers, Absence Partners, and Timekeepers have delegates established in Workday to approve retro and current hours and time off requests, run reports, and move forward and/or approve business processes.

**Costing Allocation Report**
Workday Services urges HR Contacts and/or Managers to run the **Missing Costing Allocation** Report prior to each biweekly and monthly payroll business process approval deadline. The report is used to determine which employees are missing costing allocation at the worker position level, so the expense is not charged to the FAMIS default account. Missing Position Restriction levels can also be monitored. The report is accessible via the Workday search bar and the results can be exported to Excel. You will need to run separate reports for each Supervisory Organization you monitor. Please be aware of payroll deadlines as you initiate business processes to correct the costing.

**Zoom Training – Paying Employees in Workday**
Register is open in TrainTraq for Zoom training by Payroll Staff for **Course 2113632: HR Liaison: Paying Employees in Workday**. The training will be Wednesday, March 23, 2022 from 9:00am to 11:00am. This course is prioritized for active HR Liaisons but is also open to others within a department who have the Timekeeper or HR Contact role or are a delegate who assists them with payroll-related tasks. This is an excellent opportunity to get up to the minute information and have your general payroll questions answered. We look forward to seeing you there!

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**EMPLOYEE WELLNESS**

★ Please share this article with employees in your department.

**Living Well Events**
We have a week full of ways for you to grow and decompress.

**Special offerings:**
- **Spring Vegetable Gardening: What to Plant and When** | 3/8 | 12:00pm – 1:00pm
- **Aromatherapy for Wellness** | 3/8 | 1:00pm – 1:45pm
- **Afternoon at Blue Bell Park** | 3/12 | 1:00pm – 5:00pm

**Personal interest groups:**
- **Coffee Chat & Connections** | 3/9 | 2:00pm – 3:00pm
- **Single Parent Zone** | 3/10 | 12:00pm – 1:00pm
- **Kindred Spirits Fighting Cancer** | 3/11 | 11:00am – 12:00pm

**Fitness offerings:**
- **Total HiIT Fusion** | 3/7 & 3/9 | 4:24pm – 5:30pm
- **Stretch & De-Stress* by PEAP** | 3/8 & 3/10 | 6:45am – 7:15am
- **Dance Fusion** | 3/9 | 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.
Who to Contact in HROE?

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

Past LNN issues are found online:
HR Liaison Network News Archive