May 9, 2022  |  Share the following information within your departments as appropriate.

HROE PATH FORWARD
Memo Regarding Employees Transitioning to Finance or Human Resources

Save the Date: HROE Fellowship Series Lunch – May 26

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS
Coming Soon! Revised HROE Homepage
Upcoming Workday Training Sessions
Required Training Assignments Report
Online Course Now Available: Spanish Version of Ethics & Fraud

PAYROLL SERVICES
PCT Deadline (Payroll Cost Transfer) – TAMU, HSC and TAMUG accounts only
Manager, Timekeeper and HR Contact Payroll Reports

EMPLOYEE WELLNESS
* Living Well Events

ANNOUNCEMENTS
* Spring Work Study Funds
* Summer 2022 Student Employee Reminders

PAYROLL REMINDERS
May 12:
  • #22-19 Retro Timesheets and Workday Retro BP Approvals due at 5:00pm

May 16:
  • #22-19 Current Timesheets, Workday BP Approvals, Lump Sum Payouts, PPRs & Time Off Requests due at 11:00am
  • #22-19 Pay Calculation Results Report available at 12:00pm

May 17:
  • #22-19 Pay Calculation Results Report refreshed at 10:00am
  • #22-19 Timesheets Locked; only Timekeepers can update
  • Run Timekeeper Reports

May 18:
  • #22-19 BW Final Pay Calculation Results Report available at 2:00pm
  • Monthly Retro Business Process Approvals due at 5:00pm

Payroll Processing Calendar Key
Processing Schedules
Workday Tools

HROE PATH FORWARD
Memo Regarding Employees Transitioning to Finance or Human Resources

On Thursday, May 5, a memo regarding the centralization of services for Finance and Human Resources was sent to Vice Presidents and Deans from Damon Slaydon, VP HROE and John Crawford, Chief Financial Officer. In this memo, Vice Presidents and Deans were asked to have supervisors contact their impacted staff by the end of last week regarding the transition to either Finance or HROE, consistent with The Path Forward. These staff will not officially transition into their new roles until September 1, 2022. This includes transitioning to a new supervisor/reporting structure in Workday. Until then, staff should continue doing their current duties and participate in opportunities with HROE to advocate for specialty needs and more effective delivery of human resource and payroll services.

HROE has scheduled a virtual meeting for Wednesday, May 11 at 11:00 am to welcome our newly appointed HROE team members and provide additional details about the transition and upcoming opportunities to delve into greater details regarding implementation strategies. Additional details regarding the virtual meeting will be sent to the newly appointed team members today. We are extremely excited to welcome all staff who have been selected.
to join HROE and we look forward to capitalizing on your skills, talents, and experience, as we embark on a journey toward a bright future as an HROE professional for Texas A&M!

Save the Date: for the HROE Fellowship Series Lunch – May 26
Save the date for the next HROE Fellowship Series lunch on May 26. Our theme will be “May the Force Be with You” hosted by Stephen Schulze, Associate Vice President of HROE. Registration and more details will be coming soon.

Who should attend? HR professionals (liaisons) who are transitioning to report to HROE starting September 1 AND current HROE staff.

Why should you attend? This is a great opportunity for all of us to get to know each other on a more personal level. Attendees will connect as an HR community and enjoy some good food, fun and fellowship!

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

Coming Soon! Revised HROE Homepage
Watch for a revised HROE homepage to be posted online this week! We are replacing our Spotlight News section with more relevant icons/links to help you navigate the site. The new menu items are based on customer feedback and website analytics (from the past two years) on the most visited HROE webpages.

The new icons/links will include:
- Current Employees
- Prospective Employees
- Manager
- Benefits & Wellness
- Learn & Grow
- Leave & Holidays
- Payroll
- Retirement
- Titles & Career Ladders

Also, a new section titled “Our Staff” will link to pages that feature our HROE staff and include their job duties, a fun fact about each staff person and their photo. The new pages will first feature our HR Leadership and soon their teams. We hope these pages will help our customer get to know us a little better and enable collaboration.

Upcoming Workday Training Sessions
Review the following Workday Training Sessions and make plans to attend as needed.

**Job Requisitions and Questionnaires in Workday**
May 11 @ 10:30 am - 12:00 pm CDT
Description: Discusses the process for a Recruiting Partner to create a questionnaire in Workday which will be used for Recruiting.
Target Audience: Recruiting Partner and Recruiting Coordinator
Presenter: James Ross-Recruiting
[Link to Meeting]

**Delegations and Reassignments in Workday**
May 25 @ 9:30 am - 10:30 am CDT
Description: Overviews the creation of delegations and requesting reassignments for business processes along with insight on managing inbox items in Workday. Reviewing existing delegations to make sure to
create new delegations as needed. Moving business process requests forward with reassignments to get approvals on time.

Target Audience: HR Partners and HR Contacts
Presenters: DeAnna White and Pamela Gentry- Core HR
Link to Meeting

Recruiting: The Job Application Process
June 15 @ 10:30 am - 12:00 pm CDT
Description: This webinar will review the complete Job Application Process in Workday, along with an overview of the new changes and updates to the process.
Target Audience: Recruiting Partners, RP view only, Recruiting Coordinators, and RC View Only
Presenter: James Ross- Recruiting
Link to Meeting

Managing the Merit Process in Workday
June 29 @ 10:30 am - 11:30 am CDT
Description: This webinar will walk you through the various activities required for those who manage the annual merit process in Workday. These activities include, entering merit awards, maintaining the merit pools, managing employee participation, and using merit reports.
Target Audience: HR Partner, Merit Partner, and Managers*
Presenter: Sri Kamarthi- Compensation
Link to Meeting

Required Training Assignments Report
Attached is the monthly Required Training Assignments Report for System-required training for May. Note that the report no longer includes past due assignments for Ethics (99001) and Reporting Fraud, Waste & Abuse (99003) because those courses have been replaced by the new Ethics & Fraud (2114400) course. In addition, because most of the Ethics & Fraud assignments that were made on April 19 are not yet past due, this month’s report includes only a few past due Ethics & Fraud assignments.

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.

Online Course Now Available: Spanish Version of Ethics & Fraud
The Spanish version of the Ethics & Fraud course is now available in TrainTraq as course no. 2114441 : Ética y Fraude.

   - NOTE: The Spanish versions of Ethics and Reporting Fraud, Waste & Abuse (course nos. 2111101, Repaso de la Política de Ética del Sistema A&M and 2111100, Para Reportar Fraude, Desplifarro y Abuso) are no longer available in TrainTraq.

As with other Spanish versions of System-required training, Ética y Fraude will not be assigned to employees, but will be listed as an equivalent to the English version. Completing Ética y Fraude (2114441) will remove any existing assignment to take the English version of the course (2114400).

If you have any questions, please contact Organizational Development at OrgDev@tamu.edu.

PAYROLL SERVICES

PCT Deadline (Payroll Cost Transfer) – TAMU, HSC and TAMUG accounts only
Sent on behalf of Financial Management Operations (FMO)
Deadline for PCTs on state-funded accounts (1XXXXX) with FY21 pay period (9/1/20-8/31/21) is May 25, 2022, for System Parts TAMU, TAMUG and HSC. All PCTs with the above criteria must have all approvals and be marked
completed by May 25, 2022. This is to allow time for final adjustments to prior year state benefit accounts before reports are due at the end of the fiscal year. All other PCTs for FY21 pay periods with locally funded accounts and all PCTs for FY22 pay periods will close in August. This deadline will be set at a later date by FAMIS.

Manager, Timekeeper and HR Contact Payroll Reports
There are a number of reports available in Workday to Managers, Timekeepers and HR Contacts to aid them during the biweekly & monthly payroll processes. These include and are not limited to:

<table>
<thead>
<tr>
<th>Report</th>
<th>Run by Manager</th>
<th>Run by Timekeeper</th>
<th>Run by HR Contact</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review Time</td>
<td>X</td>
<td>X</td>
<td></td>
<td>Managers can approve hours submitted &amp; time off requests from this report</td>
</tr>
<tr>
<td>Time Summary Review</td>
<td></td>
<td></td>
<td></td>
<td>Primary Report for Timekeepers</td>
</tr>
<tr>
<td>Missing Costing Allocation</td>
<td>X</td>
<td></td>
<td>X</td>
<td>Should be run for every payroll</td>
</tr>
<tr>
<td>Pay Calculation Results for a Period</td>
<td></td>
<td></td>
<td>X</td>
<td>Report is refreshed daily and should be run more than once during cycle</td>
</tr>
<tr>
<td>Time Tracking Details</td>
<td></td>
<td>X</td>
<td></td>
<td>Shows work schedule, timesheet type &amp; compensatory time set-up</td>
</tr>
<tr>
<td>View Workers Time Eligibility</td>
<td></td>
<td></td>
<td>X</td>
<td>Useful to troubleshoot issues</td>
</tr>
<tr>
<td>All Worker Time Off</td>
<td>X</td>
<td></td>
<td>X</td>
<td>Returns all time off entries within a date range</td>
</tr>
</tbody>
</table>

Workday Help in your SSO Menu maintains an extensive list of Commonly Used Reports. Click the Reports tab at the top of the Workday Help Home Page to review the list. You may find other reports beneficial to your department or college.

EMPLOYEE WELLNESS

★ Please share this article with employees in your department.

Living Well Events
It’s summertime and Mental Health Awareness Month! Check in on your loved ones, use your leave, and prioritize rest.

We’re taking the next three weeks to prepare for summer. Programming returns Tuesday, May 31.

Special offering:
- Happiness: A Key to Life’s Satisfaction | 5/10 | 11:00am – 12:00pm

Fitness offerings:
- Limited interim schedule | 5/4 – 5/30
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.

ANNOUNCEMENTS

★ Please share these articles with student employees in your department.
Sent on behalf of the Student Employment Office

Spring Work Study Funds
Sent on behalf of the Student Employment Office
Student employees may not earn Spring work study funds past April 30, 2022. All earnings starting May 1, 2022 must be paid from your departmental funds unless the student is eligible for summer work study funding. Please see the attached memo for more information.

Contact the Student Employment Office at workstudy@tamu.edu or 979.845.0686 with questions regarding work study.
Summer 2022 Student Employee Reminders
Please see the attached document for details regarding the beginning of the summer semester. Topics covered include:

- Proof of class schedule and setting scheduled hours per week
- Working during scheduled class time is prohibited
- Form I-9 and E-Verify reminders
- Paying non-federal share of federal work study with other federal funds

Contact the Student Employment Office at JobsforAggies@tamu.edu or 979.845.0686 if you have any questions.

QUESTIONS? HRnetwork@tamu.edu | 979.862.3854 | 979.845.4141 | 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