



HR LIAISON NETWORK NEWS

April 2, 2019 | **SPECIAL NETWORK NEWS MESSAGE**

Changing a Business Title

Recently Workday updated how position titles are displayed on an employee's timesheet. For employees with multiple positions that have the same title, Student Assistant for example, it is difficult to distinguish between jobs. The *Change Business Title* business process can be used to distinguish the working title for a job. This business process will only update the Business Title for the position. Do not use this business process to reclassify an employee. To submit a *Change Business Title* request, go to the employee's worker profile and follow the steps below:

1. Click on Actions → Job Change → Change Business Title.
2. Enter the Effective Date.
3. Enter the proposed Business Title (i.e. Job Title – Descriptive Identifier such as department name, program name, job function, etc.)
4. Enter you comment (i.e. Request to update business title to differentiate multiple positions for employee.)
5. Click Submit and Done. The request will route to HR Partner for review and approval.

Another way you can change the business title is through a Change Job – Data Change –Position Title Change. There is a Change Job guide on the HR website - <https://employees.tamu.edu/compensation/job-changes/change-job/>. For additional information, there is a Change Job Reasons – Quick Reference Guide on the Workday Help website - <https://it.tamus.edu/workday/use-workday/functional-areas/>.

If you have any questions, please contact Classification and Compensation at 979-845-4170 or hrcomp@tamu.edu.

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Time Entry Template Updated; Dual Employed Entering Time may be Affected

The time entry template was updated in Workday on 3/21/19 and will now display an employee's Business Title instead of the Position Title. Employees with dual employment where more than one position has the same Business Title will not be able to differentiate between positions without first updating their Business Title. The Position Business Titles will show without referencing a position; see below:

Enter Time

03/12/2019

Time Type * X Hours Worked

Position Senior Audio Visual Specialist

Hours * 0

Details

Comment Senior Audio Visual Specialist

OK Cancel

Please see the **Changing a Business Title** Item in the HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS section for step-by-step instructions.

Departments aware of dual-employed workers who fall into this situation are encouraged to start the *Change Business Title process* as soon as possible; waiting until near timesheet deadlines or after timesheets lock could cause a delay in time entry, incorrect time entry and prevent the employee being paid with the current payday. Please share this update with others in your department.

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Performance Management Resources

As a reminder, the Performance Review process for staff (non-faculty) employees at Texas A&M including the Health Science Center launched April 1, 2019 for the review period 4/1/2018 through 3/31/2019.

A [Concise Guide](#) to the Non-Faculty Performance Review Process provides a quick snapshot of the process, complete with timelines and overviews of each step for each role with links to updated Job Guides for a deeper dive. Additional information is available on the [HROE](#) website by clicking on the [Performance Review Process in Workday](#) link. Please email questions to HREvaluations@tamu.edu.

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Division of Human Resources
& Organizational Effectiveness

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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

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