



HR LIAISON NETWORK NEWS

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PAYROLL REMINDERS

September 11:

- Supplements due at noon
- Uploads due at 1pm
- TimeTraq due at 4pm

September 14:

- Biweekly PVDs available online
- Monthly EPAs due at noon

September 15:

- Biweekly Pay Day (first for FY2018)

September 18:

- Electronic BVDs available

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HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

Organizational Consulting & Resolution Management – Limited Availability

Organizational Consulting & Resolution Management (OCRM), formerly Employee Relations and Policy & Practice Review combined, will be out of the office on Friday, September 15, 2017. We apologize for any inconvenience this may cause and appreciate your patience as the team attends some essential training. Responses will be made in the order received as soon as practicable.

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Workday Business Process Demonstrations – Access Extended to September 29

Dushyant Shama of Deloitte Consulting recently facilitated two Workday business process demonstrations. If you were unable to participate, you now have an opportunity to view the recorded WebEx sessions through September 29.

HR Liaisons are asked to remember that the [statement of responsibility](#) which was completed during the HR Liaison designation process is in effect while viewing the WebEx sessions. These sessions should not be made available outside the HR Liaison Network.

Wednesday, August 23, Workday Sandbox recording - <https://vimeo.com/231117996/00b99ba2b1>
Thursday, August 24, Workday Sandbox recording - <https://vimeo.com/231119766/f42d7210b0>

Please note that *proxy* was used throughout the demonstration allowing the facilitator (one individual) to initiate, route, review and approve using the various security roles required for the business process. Proxy is for demonstration purposes only. After Go Live, individuals involved in the business process will be able to access Workday's process history at any time to review the status including the steps awaiting action and by whom.

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Workday Security Roles

The following roles are available to *departmental processors / HR Liaisons*; individuals are mapped to the appropriate roles based on access in our current systems. For example, anyone that is currently a LeaveTraq Department Administrator has been mapped to the Workday Absence Partner role. (Please note, this is the only Partner level role that is at the department level.)

Workday Security Role (current system role):

- **Absence Partner** (LeaveTraq Department Administrator)
- **HR Contact** (HRConnect Department Administrator; EPA creator)
- **I-9 Processor** (Guardian I-9 Processor)
- **Recruiting Coordinator** (PATH HR Liaison)
- **Talent Analyst** (PATH HR Liaison)
- **Timekeeper** (TimeTraq Department Administrator)

Other Workday security roles that are at the department level include Manager, Cost Center Approver, Department Head, and Project Manager. For a complete list of Workday security roles including functional area, description and assignment criteria, please visit Texas A&M Workday Security Role Assignments available at [Workday & HR Liaison](#).

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Workday Business Processes

What processes will the various security roles use in Workday? Check out the resources available at [Workday & HR Liaisons](#) called Workday Business Processes and Workday Business Process Excel Exports. Workday Business Processes offer a visual of the routing by the various security roles. Prefer to get your info through a spreadsheet? Check out the Workday Business Process Excel Exports which also includes the various notifications associated with each business process. Further information, such as who takes the lead when multiple security roles can initiate, will be forthcoming.

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Workday Conditional Routing

Several Workday business processes have been designed with conditional routing specific to Texas A&M University. For example, ONLY faculty and staff Create Position events should route to the Executive Approver for approval. The Change Job business process should route to the Faculty Partner role for approval for ALL job changes for faculty. For a complete list of the conditional routing rules, please visit Workday Conditional Routing for Texas A&M University on [Workday & HR Liaison](#).

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Training Compliance Reports for September – As of September 1, 2017

Attached are the monthly compliance reports for System-required employee training: 1) Required Employee Training Assignments Report, and 2) Required Employee Training Departmental Progress Report. The latter report lists, by ADLOC/Departments (M Workstation), the completion and past due percentages on all five required courses.

Summary

- 83 (49%) of the 171 M Workstation ADLOCs have 100% of employees up-to-date or current on training assignments.
- The total number of past due assignments decreased 0.2% from 1872 to 1868.
- The total number of past due employees increased 2.0% from 1039 to 1060.
- The total number of past due Faculty employees increased 2.4% from 209 to 214.
- The total number of past due Budgeted Staff employees increased 0.5% from 190 to 191.
- The total number of past due Wage Staff employees decreased 2.9% from 447 to 434.
- The total number of past due Graduate Assistant employees increased 133.3% from 9 to 21.
- The total number of past due Student Worker employees increased 8.7% from 184 to 200.

Required Employee Training Compliance Key Performance Measure

- Percentage of employees in M Workstation ADLOCs up-to-date or current on five required courses:
 - Creating a Discrimination-Free Workplace, EEO – 98.2%
 - Ethics – 98.0%
 - Information Security Awareness – 96.7%
 - Orientation to the A&M System – 99.1%
 - Reporting Fraud, Waste and Abuse – 98.8%
 - Required Training for Athletics Task Workers – 80.5%

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WORKDAY

Please share the following information with ALL employees, including student employees. Workday will replace many of the current Single Sign-On applications in DECEMBER 2017.



Workday Open Forum, September 18

Join the interactive monthly Workday Open Forum on Monday, September 18 from 1:30-3:00 p.m. at the General Services Complex, 101. [Registration](#) is suggested, but not required. All employees, including HR Liaisons/department processors and managers/supervisors, are encouraged to attend in person or 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.

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Workday Awareness Training Coming Soon!

Awareness training will be assigned through TrainTraq beginning **September 18** to individuals in one or more of the Core, HR Departmental Processor/Liaison, Manager (supervisor) and/or View Only security roles. The training will be offered via eLearning in TrainTraq. Courses include *TAMUS Workday Core Concepts*, *Navigating Workday* and *Reporting* along with a few additional courses for the Core roles.

Skills training will be available mid-October and will include topics such as recruiting, time off and leave, staffing, onboarding, separation, and more! Visit *Learn Workday* available from your SingleSign-On (SSO) menu at [Workday Help](#).

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WELLNESS WORKS!

Please share the following information with employees in your department.

Informational: Chronic Pain Self-Management Workshop

Friday, September 15 | 10:00 a.m. - 11:00 a.m. | General Services Complex (GSC) Room 101A

WELLNESS WORKS! and the Texas A&M Center for Population Health and Aging cordially invite you to attend an informational about the FREE 6-week program that was developed at Stanford University to help and provide support to anyone who has chronic pain or love someone who does. Join us and learn more about this interactive group learning experience that focuses on teaching adults strategies to empower and improve overall wellbeing. Self-management workshops complement clinical care and are evaluated and approved by the CDC. This workshop meets weekly for 6 weeks for 2.5 hours. [Register here.](#)

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Lunch & Learn: Airrosti Rehab Centers - We've Got Your Back

Friday, September 29 | 11:30 a.m. – 1:00 p.m. | General Services Complex Room 101A

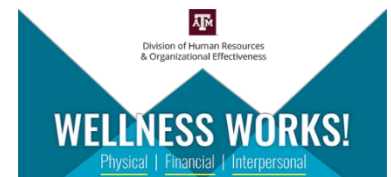
Join Airrosti for an educational and interactive workshop where you'll learn simple, proven techniques to increase flexibility and strengthen your back and core - helping you **eliminate back pain and prevent future injuries**. Please wear pants/flexible clothing to perform the exercises. [Click HERE to register \(Space is Limited\)](#). Light lunch provided.

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Complimentary Pain & Injury Assessments

Friday, September 29 | General Services Complex Room 101B

If you're currently suffering from pain or an unresolved injury, [register](#) for a complimentary 15-minute assessment with Airrosti. Learn how Airrosti can quickly eliminate back, neck and other chronic pain or acute injuries without surgeries, pharmaceuticals, or injections.



PATHWAYS PERFORMANCE MAMANGEMENT

Mid-year Progress Reviews and Performance Evaluations

Best practice suggests that supervisors hold periodic progress reviews with their employees throughout the year; some departments encourage their supervisors to give quarterly or semi-annual evaluations. Please remind your supervisors that the online system should not be used for mid-year evaluations since the system allows one evaluation per year per employee. Instead, the [Performance Feedback Form](#), which is an MS Word-fillable document, can be used for mid-year evaluations and performance discussions. This document can be accessed from the Resources section of the PATHways webpage: employees.tamu.edu/pd/pathways/.

PAYROLL SERVICES

Recurring Allowances and One-Time Merit Payments

Recurring allowances and the spreadsheet uploaded one-time merit payments will pay on the first biweekly pay day of FY2018, September 15, 2017.

Pay Period Change and How to Calculate Overtime

Please use the example below to help you determine how much overtime to process for employees as adjustments in TimeTraq. You will calculate both the old (Thursday-Wednesday) and the new (Sunday-Saturday) work week as normally done and take the higher of the two. You will then add the remaining, non-overlapped days from the lower amount week to give you the total payable.

In the example below you would process an adjustment for 8 hours of overtime. If the overtime is part of the NEW week, adjustments are not needed, TimeTraq will calculate the overtime.

		Actual Dates											
		31-Aug	1-Sep	2-Sep	3-Sep	4-Sep	5-Sep	6-Sep	7-Sep	8-Sep	9-Sep		
		THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	TOTAL	
OLD		8	8	8	0	8	8	8				48	\$520 400 regular time (40*10) + 120 overtime (8*10*1.5)
NEW					0	8	8	8	8	8	0	40	\$400 400 regular time (40*10)
		← OLD →						← NEW →					
Old Week 1				\$520									
Partial new Week 1				\$160 (2 days of new week not already counted, 2*8*10)									
				\$680 Total Hours for transition pay period									

- Any overtime hours (over 40) that are accrued in the “old” week, need an adjustment in TimeTraq for the amount of hours over 40.
- Any overtime hours (over 40) that are accrued in the “new” week, don’t need TimeTraq adjustment, TimeTraq will calculate the overtime.

EPA Courtesy Corrections

The “Roll to New FY” box is available and is required when an action should occur in both FY2017 and FY2018. Payroll Services staff will make a courtesy correction to your EPAs received by September 18, 2017 that should have this box checked. After that date, EPAs needing this box checked will be rejected. Please note that should your EPA have other errors beyond an unchecked “Roll to New FY” box, they will continue to be rejected for all needed corrections. See our [Fiscal Year Rollover Guide](#) for more information concerning this feature.

E-Verify Participation Posters

U.S. Citizenship and Immigration Services USCIS recently released an updated E-Verify Participation Poster. This update now combines both English and Spanish versions into a single poster. Employers participating in E-Verify are required to display the poster along with the English and Spanish versions of the “Right to Work” posters that outline immigrant and employee rights.

Below is a link to all three posters which are available online:

- [E-Verify Participation Poster](#)
- [Right to Work Poster \(English\)](#)
- [Right to Work Poster \(Spanish\)](#)

Contact Laura Ellis (lauraellis@tamu.edu | 979.845.7127) or Paul Castilleja (pcastilleja@tamu.edu | 979.845.7131) if you have any questions.

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TIP OF THE WEEK

Learn the Latest on Workday

Join us at the Workday Open Forum on Monday, September 18 from 1:30-3:00 p.m. in the General Services Complex, 101. This month the discussion will focus on Workday terminology, security roles and resources including a question and answer (Q&A) update. Registration and WebEx information available [here](#). Everyone is welcome and encouraged to attend!

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Division of Human Resources
& Organizational Effectiveness

QUESTIONS? 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

HR LIAISON
NETWORK
MEETINGS:

TBD