



HR LIAISON NETWORK NEWS

April 1, 2019 | Share the following information within your departments as appropriate.

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

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PAYROLL

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PAYROLL REMINDERS

April 1:

- Monthly Pay Day

April 4:

- #19-16 **RETRO** Timesheets & Workday Retro BP Approvals due at 5pm

April 8:

- #19-16 Current Timesheets, Workday BP Approvals, Lump Sum Payouts & Supplements due at 11am
- #19-16 Pay Calculation Results Report available at 12pm

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HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

Staff Appreciation Week April 22-27

The Staff Appreciation Week Committee invites you to join us for 6th Annual Staff Appreciation Week at Texas A&M. Supervisors are asked to support their staff in attending as many events as their schedules allow. Plan now to ensure that there is sufficient coverage in your unit during SAW events. Remember to make plans to host your own unit-specific event on Wednesday for Department Appreciation Day (also National Administrative Professionals Day).

- Monday, April 22 - President's Meritorious Service Award Ceremony
- Tuesday, April 23 - Wellness Walk
- Wednesday, April 24 - Department Appreciation Day
- Thursday, April 25 - *Active for Life* Health & Wellness Conference
- Friday, April 26 - Community Discount Day
- Saturday, April 27 - Staff Photo Day

 **STAFF
APPRECIATION
WEEK 2019**

WE CAN'T DO WITHOUT YOU

Visit staffappreciation.tamu.edu for details about the week's events and register for events and prizes. We hope to see YOU there!

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New Employee Welcome (TAMU NEW) Session Wednesday, April 10 – Please Register by Friday, April 5

Please forward this information to all hiring supervisors and encourage them to register their new employees. The next session of *New Employee Welcome (TAMU NEW) Session* will be held Wednesday, April 10 from 9:30am to 2:00pm (lunch included) in the General Services Complex. All employees welcome. Employees can register online at: <http://training.tamu.edu/schedule/#EmployeeOrientations>. If you would like to hold a seat for an incoming employee who is not yet on TrainTraq, please call 979.845.4153.

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Performance Management

The Performance Review process for staff (non-faculty) employees at Texas A&M including the Health Science Center begins today, April 1, 2019 for the review period 4/1/2018 through 3/31/2019. Please ensure that all managers and staff check their [Workday](#) Inbox for items to complete.

Click [Performance Review Process](#) for an overview of the process and timeline. Professional Development has several training courses including Workday demonstrations and best practices for employees and supervisors, delivered both classroom and via WebEx. Click [training opportunities available](#) to view descriptions of these courses.

[Job Guides](#) are also available for each step of the Performance Review Process.

Please email questions to HREvaluations@tamu.edu.

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Workday Update – Week of March 28

Workday Training changes have been posted online. This week's updates include Reporting and Staffing. Full details about these updates are found on the [Workday Weekly Updates webpage](#).

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Workday Supervisory Organizations

HR Liaisons should periodically review supervisory organizations for their respective organizations. In the Workday global search bar, using *All of Workday* as the search results category, type the organization (i.e. 02555666) and hit enter to see a list of all related supervisory organizations. Pay close attention to any that include the term **Inherited** such as 02555666 Awesome Aggies (Miss Reveille (Inherited)). This means that the individual that previously held the Manager role has transitioned out and the members, if any, of the supervisory organization no longer have a Manager assigned to them. Instead, Workday will look to the *Superior Organization* for routing purposes.

A new Manager can be assigned to oversee the members of the supervisory organization. Or, if the supervisory organization does not have any members, active staffing events or subordinate organizations, the department may consider having it inactivated by an Organization Partner. For assistance, please complete and submit the Supervisory Organization Assistance Request Form available on the Payroll Services [website](#). Additional information can also be found in the Assign Roles job aid available on [Workday Help](#).

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Training Compliance Reports for April – As of April 1, 2019

Attached is the monthly Required Employee Training Assignments Report for System-required employee training. Please check TrainTraq for pending assignments for your department's employees. If you have questions, please contact pdinfo@tamu.edu.

Summary

- The total number of past due assignments decreased 11.1% from 2143 to 1905.
- The total number of past due employees decreased 6.6% from 943 to 881.
- The total number of past due Faculty employees increased 5.5% from 271 to 286.
- The total number of past due Budgeted Staff employees increased 5.5% from 146 to 154.
- The total number of past due Wage Staff employees decreased 8.0% from 187 to 172.
- The total number of past due Graduate Assistant employees decreased 6.5% from 31 to 29.
- The total number of past due Student Worker employees decreased 22.1% from 308 to 240.

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 – 97.8%
 - Ethics – 97.8%
 - Information Security Awareness – 96.8%
 - Orientation to the A&M System – 98.9%
 - Reporting Fraud, Waste and Abuse – 98.6%

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PAYROLL

Payroll Services Website Update

The following item has recently been added in our [Workday Tools](#) section:

- Individual Pay Result Review

This item was discussed during Payroll Services' presentations at last week's HR Liaison Training Conference. Please reference as needed, especially as you review your *Pay Calculation Results Report* and need to drill down into an employee's individual results for more research.

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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

The screenshot shows the 'Enter Time' interface. At the top, the date is 03/12/2019. The 'Time Type' is set to 'Hours Worked'. The 'Position' dropdown is set to 'Senior Audio Visual Specialist'. The 'Hours' field is '0'. A dropdown menu is open, showing 'select one', 'Program Aide (+)', and 'Program Aide (+)'. The 'Details' section shows 'Senior Audio Visual Specialist' and the 'Comment' field is empty. There are 'OK' and 'Cancel' buttons at the bottom.

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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Updated – Pay Calculation Results for a Period Report

This report was updated during March. The following columns are now available:

- Hours for Calculation (for Regular Hours)
- Rate for Calculation (for Regular Hours)
- Pay Rate Changed during Pay Period? (Flag indicator noting a compensation change during the period)

Please share with others in your department who review this report for each biweekly & monthly payday.

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WELLNESS WORKS!

Please share the following information with employees in your department.



Upcoming Events:

- **Modified Fitness Session Schedule**
 - Check out the new updates to our [Spring Fitness Schedule](#). Piranha Fitness has added additional Cycle classes available to A&M faculty and staff employees.
 - The Southside of the Recreation Center will be closed on Friday, April 19 due to the Reading Day. **WELLNESS WORKS!** will not offer the Friday 12:15pm Rowing class on Friday, April 19. All classes will resume on Monday, April 22.
 - Stay tuned on [our website](#) for the 2019 Summer Interim Fitness Session Schedule beginning May 1.
- **FREE Financial Counseling on Campus**
Additional information including RSVP available [here](#).
- **3D Mobile Mammography Screenings**
Presented by Assured Imaging Women's Wellness
Wednesday, April 3 & Thursday, April 4 | 8:00am – 5:00pm | General Services Complex Lot 88
WELLNESS WORKS! has partnered with Assured Imaging Women's Wellness to host an on-campus, [digital mammogram screening](#) - no referral necessary. Most major insurance accepted, including Blue Cross Blue Shield of Texas. To schedule an appointment, [visit online](#) or call (888) 233-6121. For questions about the screening, please call (888)233-6121. **Parking is available in Lot 88 with any valid A&M parking permit.*
- **Chronic Disease Self-Management Workshop Series (6 Week Commitment)**
Presented by Center for Population Health and Aging
Beginning Monday, April 8 & Ending Monday, May 20 | 11:30am – 2:00pm | General Services Complex 101B
****Class will NOT meet on Monday, April 29th****
[Click here](#) to learn more or contact Daunte' Cauley at cauley@sph.tamhsc.edu to register for this workshop.

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Division of Human Resources
& Organizational Effectiveness

Questions? HRnetwork@tamu.edu | 979.862.3191 | 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/liaisons

View the
[HR Liaison Network
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