



HR LIAISON NETWORK NEWS

April 15, 2019 | Share the following information within your departments as appropriate.

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

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PAYROLL REMINDERS

April 17:

- Monthly Retro Business Process Approvals due at 5:00pm

April 18:

- Monthly Pay Calculation Results Report available at 12:00pm
- #19-17 Retro Timesheets & Workday Retro BP Approvals due at 5:00pm

April 19:

- Monthly Pay Calculation Results Report refreshed at 10:00am

April 22:

- Monthly Pay Calculation Results Report refreshed at 10:00am
- Monthly Lump Sum Payouts & Supplements due at 11:00am
- #19-17 Current Timesheets, Workday BP Approvals, Lump Sum Payouts & Supplements due at 11:00am
- #19-17 Pay Calculation Results Report available at 12:00pm

[Processing Schedules](#)

[Payroll Reports](#)

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April 17 is the Deadline to Register for SAW Events & Prizes

Visit staffappreciation.tamu.edu for details about the 6th Annual Staff Appreciation Week at Texas A&M happening April 22 – 27. Register for events and prizes by Wednesday, April 17. We hope to see you at our events and wish you luck in the prize drawings! SAW 2019 events and activities are open to staff from Texas A&M University, A&M System Office, A&M System agencies and affiliates, as well as Chartwells and SSC Services for Education. Remember, **We Can't Do Without You!**

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WE CAN'T DO WITHOUT YOU

**STAFF
APPRECIATION
WEEK**

RSVP & DETAILS: StaffAppreciation.tamu.edu

Benefits Orientation Sessions

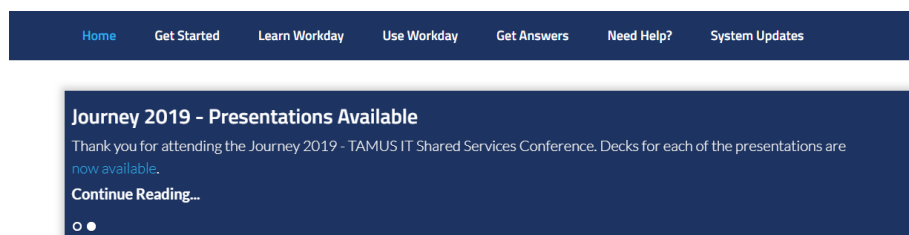
Please forward this information to all hiring supervisors and encourage them to register their employees.

The next session of the New Hire Benefits Orientation will be held on Thursday, May 9 from 8:15 am to noon in the General Services Complex, Room 101A. All employees are welcome. Employees can register online at <https://training.tamu.edu/Courses/Detail/3135>. For future sessions, check out our [website](#).

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Journey 2019 – A&M System IT Shared Services Conference

The A&M System IT Shared Services Conference, *Journey to Success 2019*, provided an opportunity for us to enhance our understanding of Workday and how it impacts other applications such as FAMIS and Business Objects. In case you missed out on this opportunity or would like a copy of the conference presentations, Workday Services has made the presentations available on [Workday Help](#) (under the **Use Workday** tab).



The screenshot shows a navigation bar with links: Home, Get Started, Learn Workday, Use Workday, Get Answers, Need Help?, and System Updates. Below the navigation bar is a dark blue box with the title "Journey 2019 - Presentations Available". The text inside the box reads: "Thank you for attending the Journey 2019 - TAMUS IT Shared Services Conference. Decks for each of the presentations are now available." Below this text is a link that says "Continue Reading...".

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Performance Reviews

The Performance Review Process for staff (non-faculty) employees at Texas A&M including HSC continues for the review period 4/1/2018 through 3/31/2019. Self-evaluations should be in process and/or completed at this point and managers should now be working on completing reviews (evaluations) for their staff. For more information about the performance review process including the recommended timeline, check out our [website](#).

In addition, Professional Development has several training courses including Workday demonstrations and best practices for employees and supervisors, delivered via classroom and WebEx. Click [training opportunities available](#) to view descriptions of these courses. [Job Guides](#) are also available for each step of the Performance Review Process.

Email questions to HREvaluations@tamu.edu.

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Recruiting

In collaboration with the Office for Diversity and the Diversity Operations Committee, Talent Management has created a *Statement of Commitment to Inclusion, Diversity, Equity, and Accountability* in the recruiting process for Texas A&M University positions, including HSC. Dr. Robin Means Coleman, Vice President and Associate Provost for Diversity, was instrumental in facilitating the development and review of this statement. HROE Recruitment will now include the following Statement of Commitment at the top of every job requisition in a section entitled "What we believe".

"Texas A&M University is committed to enriching the learning and working environment for all visitors, students, faculty, and staff by promoting a culture that embraces inclusion, diversity, equity, and accountability. Diverse perspectives, talents, and identities are vital to accomplishing our [mission](#) and living our [core values](#)."

Email questions to Scott Bauer, Director of Talent Management, at sbauer@tamu.edu.

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Summer Insurance Premium Informational for HR Liaisons

HR Liaisons are invited to join us for an informational session about the Summer Insurance Premium process in Workday. If you are a Liaison for a department with benefits-eligible employees who are appointed for less than 12

months, the process likely impacts your employees and it has changed in Workday since 2018. There are two options scheduled for this week to help Liaisons prepare for submission deadlines by April 29.

1. **Wednesday, April 17, 9:30 to 10:30 a.m. GSC 101A**
2. **Friday, April 19, 10:30 to 11:30 a.m. GSC 101A**

No registration is required.

For more information including the [Summer Insurance Premium Process Worksheet Prior To Notification](https://employees.tamu.edu/benefits/insurance/summer-insurance) link, visit <https://employees.tamu.edu/benefits/insurance/summer-insurance> online.

Email questions to benefits@tamu.edu.

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Two-Factor Authentication (Duo) for TAMU NetID

Starting Monday, April 15, the Division of Information Technology at Texas A&M University will require all faculty and staff employees to use two-factor authentication (Duo) when using your TAMU NetID to access campus resources or SSO. For more information about how NetID two-factor authentication works or to enroll in Campus Duo, see <https://it.tamu.edu/duo/>. If you have difficulty enrolling or managing a device, please contact Help Desk Central 24/7 at hdc@tamu.edu or 979.845.8300.

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PAYROLL

Cash Awards

It's the time of the year when some departments and colleges are preparing to provide cash awards to faculty, staff and students. Please see [Cash Awards](#) on Payroll Services website for more information regarding Workday business processes and deadlines.

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WELLNESS WORKS!

Please share the following information with employees in your department.

Wellness Happenings for April

Check out the *WELLNESS WORKS!* monthly newsletter [here!](#)

A blue graphic with a white mountain-like shape containing the text "WELLNESS WORKS!" in white capital letters.

News/Announcements:

- Are You Utilizing Employee [Wellness Release Time](#)?
- [Deer Oaks EAP](#) Employee Enhancement [Newsletter](#)
- [H-E-B Nutrition Services](#) for A&M Care Health Plan Employees
- New A&M Care Plan [Wellness Premium Incentive](#) Requirements
- Modified [Fitness Session Schedule](#)
 - 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.

Upcoming Events:

- **FREE Financial Counseling on Campus**
Additional information including RSVP available [here](#).

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TIP OF THE WEEK

Please share the following information with employees in your department.

Texas A&M Staff Emergency Fund

Did you know that Texas A&M has a Staff Emergency Fund program? It was created to help A&M staff members who are experiencing a temporary hardship due to a significant life event. This includes, but is not limited to, death of a family

member, natural disaster, and serious illness/critical injury. For additional information about the fund including eligibility criteria or ways to donate, visit the [Staff Emergency Fund website](#).

Email questions to staffemergencyfund@tamu.edu.

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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
News Archive Online](#)