



HR LIAISON NETWORK NEWS

April 16, 2018 | Share the following information within your departments as appropriate.

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PAYROLL REMINDERS

April 16:

- Monthly Pay Calculation Results Report refreshed at 10am
- Monthly lump sum payouts & supplements due at 11am

April 17:

- Monthly Pay Calculation Results Report refreshed at 10am
- Current monthly Workday BP approvals due at 5pm

April 18:

- Monthly Pay Calculation Results Report refreshed at 10am

April 19:

- #18-17 **retro** timesheets & Workday **retro** BP approvals due at 5pm

April 23:

- #18-17 current timesheets, Workday BP approvals, lump sum payouts & supplements due at 11am
- #18-17 Pay Calculation Results Report available at 12pm

[Processing Schedules](#)
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HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS / PAYROLL SERVICES

Assign Costing Allocations Deep Dive, April 18

Workday HR Contacts are invited to participate in a costing allocations WebEx session hosted by the Workday Services team on Wednesday, April 18 from 1:30-2:30pm.

To join the session:

1. Go to [WebEx](#)
2. Meeting Number (access code): 924 197 705
3. Meeting Password: qAJ23fCr
4. Join by Phone (toll free): 855-282-6330

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Performance Management

The annual performance evaluation period for non-faculty employees was launched in Workday on April 9. Here is some important information:

- **Evaluation process** – There are two different templates used for the evaluation process in Workday: **Staff with Self Evaluation** and **Attachment Only with Self Evaluation**. Please visit our website for important information for both [Templates](#).
- **Self evaluation** - Non-faculty employees received an Inbox action item in Workday to complete a self evaluation. Employees should check with their manager if a self evaluation is required or not. Even if the manager does not require one, employees must submit a self evaluation (even with no information entered or attached). This enables access to the next step in the Workday Performance Evaluation process. Two job guides were created to help with the self evaluation: [Self Evaluation – Staff](#) and [Self Evaluation – Attachment Only](#)
- **Add additional manager** – Managers of non-faculty employees with the staff template received an Inbox action item in Workday to complete the Add Additional Manager. The Additional Manager functionality can be used to obtain feedback from another manager with whom the employee worked during the performance year (e.g., project, committee). Even if a manager decides not to use this functionality, he/she must take action to skip the Add Additional Manager step. A job guide was created to help with this step: [Get Additional Manager – Skip or Add](#). Please note that the add additional manager functionality is not part of the attachment only template, so managers will not receive an Inbox item for an employee in the attachment only process.
- **Upcoming training** – We have several training courses including Workday demonstrations and best practices for both employees and supervisors, delivered both classroom and via WebEx. Please see the descriptions of [training opportunities available](#) on our website.

Please visit our website for [performance evaluation process and timelines](#) and [additional resources](#). If you have any questions or need assistance, contact HRevaluations@tamu.edu or (979) 845-4153.

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UPDATE – Tax Withholding on Non-Salary Compensation (Emoluments)

The Request for Tax Withholding on Non-Salary Compensation Form has been replaced with a business process in Workday. Instead of providing the *Request for Tax Withholding* form in Aggiebuy or Concur, a One-Time Payment Request must be initiated and submitted through Workday to process the tax withholding on the tax reportable benefit. A screenshot showing the submission to payroll from Workday should be attached to Concur or Aggiebuy in place of the form. This can be accessed by clicking on your Inbox and then Archive in Workday. Save as a PDF and then attach to the expense report or Aggiebuy document.

The Request One-Time Payment job aid is available through SSO at the Workday Help link. Emolument choices start with “EMOL” and include common categories such as cash awards, gifts, >90 day reimbursement, etc. Please file back-up material in your employee’s departmental file for audit purposes.

Some emoluments should not be entered using the Request One-time Payment business process. These **exceptions** must be handled by Payroll Services:

- Emoluments for a Terminated Employee
- Emoluments for a Retired Employee
- Emoluments that a department needs to have grossed-up for tax purposes
- Emoluments for a recipient that works in a different department than the one that awarded the gift

The paper form is no longer on Payroll Service’s website; it is attached for exception event usage only. Please contact payrollprocessing@tamu.edu if you have any questions.

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Cash Awards

Cash awards to faculty, staff and students are entered by the department using the Request One-Time Payment business process in Workday. Paper forms are no longer utilized. Departments can select the one-time payment plan option of either “Cash Award” or “Cash Award – Grossed up” if they are paying taxes on the award on behalf of the employee. DO NOT select “EMOL: Cash Awards”; this will tax the employee and not generate a payment. The employee will receive their award on their next regularly scheduled pay day. Please be aware of business process deadlines to ensure the award will be paid timely.

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Hiring Notes

1. *Closing a Job Requisition vs. Unposting* – When a Job Requisition is created for a position, it is not visible to applicants until it is *Posted*. As long as the Job Requisition is *Posted*, applicants may apply. When a Job Requisition is *Unposted*, applicants may no longer apply, however, the Job Requisition is still Open. When a Job Requisition is Closed, all applicants must be dispositioned and the position is no longer available to fill using the Recruiting process. An Open Job Requisition should only be Closed if that Job Requisition will no longer be used to recruit and hire someone for that position. If you wish to stop the flow of applicants for an Open Job Requisition, please email a request to jobs@tamu.edu to *Unpost* the Job Requisition.
2. *Wait On The Inbox Task* – When using the Recruiting Process to fill a position, please remember that all processes to hire the applicant will be triggered by Workday as process steps are completed by the appropriate security role. Please **wait** for the inbox item notifying you to do the Revise Offer/Change Job/Add Additional Job (as appropriate) to continue the hire process. Attempting to manually start the Hire Process for an applicant already in the Recruiting Process will delay the process to get your new employee hired.

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Pre-Retirement Counseling Workshops

Planning for retirement and choosing the right plan for you and your family can be overwhelming. Make plans to attend one of our pre-retirement counseling workshops for the Teacher Retirement System (TRS) and Optional Retirement Program (ORP). These workshops are not one-on-one sessions but you will have the opportunity to ask questions. Workshops held in the General Services Complex (GSC). **Registration is REQUIRED at employees.tamu.edu/benefits/retirement/workshops.**

TRS Workshops

- Tuesday, April 17 - 2-4 p.m., GSC 101C
 - Tuesday, June 26 - 8:30-Noon, GSC 101
 - Tuesday, June 26 - 1:30-5 p.m., GSC 101
- More dates for listed online and in TrainTraq*

ORP Workshops

- Thursday, April 19, 2018 -- 9-11 a.m., GSC - HR Suite 1201
 - Thursday, June 14 - 8:30-Noon, GSC 101
 - Thursday, June 14 - 1:30-5 p.m., GSC 101
- More dates for listed online and in TrainTraq*

As a participant you will receive information as to what forms you will need to complete to get you started and to better understand your retirement benefits. Contact Benefit Services at benefits@tamu.edu or (979) 862-1718 if you have questions or if you want to schedule a personal pre-retirement meeting with our benefit services staff. Learn more about retirement programs [here](#).

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WELLNESS WORKS!

Please share the following information with employees in your department.

EAP Employee Enhancement Newsletter for April

Read the latest issue of the Deer Oaks Employee Assistance Program (EAP) Employee Enhancement Newsletter for information about:

- Online Seminar Reminder: Maintaining Respect and Civility in the Workplace
- For a Fit Family
- I Know Where You Are
- How To: How To: Get the Good Credit Score and Report that You Deserve

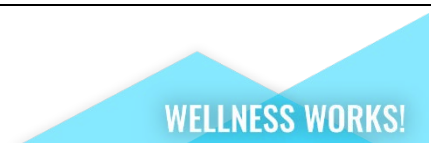
Learn about these helpful topics and more from your EAP. [Download the newsletter](#) today!

[Deer Oaks EAP services](#) are available at no cost to benefit-eligible faculty and staff employees as well as their dependents/household members.

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Active for Life® Health and Wellness Conference

The Texas A&M Center for Population Health and Aging (CPHA) is hosting their inaugural Active for Life® Health and Wellness Conference on April 26 & 27, 2018, at the Texas A&M Equine Center. The two-day conference schedule includes: general sessions with dynamic keynote speakers, interactive thematic sessions, panel sessions led by national and local experts and more. Register at cpha.tamhsc.edu/conference.



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FREE Wellness Exams On Campus

Presented by Catapult Health

Monday, April 30, Tuesday, May 1, & Wednesday, May 2 | 8:00 am – 5:00 pm | General Services Complex 101 B/C
Free, quick and confidential preventive health checkups administered by Catapult Health will again be offered on campus for employees and their covered spouses enrolled in the A&M Care health plan. [Register here!](#) Catapult Health will return for wellness exams June 5, 6, 7 and June 19, 20, 21.

Completion of a Catapult Health checkup will qualify as your annual wellness exam for the purposes of the Texas A&M System Wellness Incentive Program. The target deadline to have your annual wellness exam completed is by June 30. Check your wellness exam incentive status on [MyEvide](#) and remember, completing the annual wellness exam will ensure that you have the lowest rate for your health insurance premiums. Visit the [Wellness Incentive Program webpage](#) for more information.

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FREE Financial Counseling On Campus

- Presented by Lincoln Financial Group – **Wednesday, May 2 | 9:30 a.m. – 1:30 p.m. | GSC 1201**
- Presented by TIAA Financial Group – **Tuesday, May 8 & Wednesday, May 9 | 8:30 a.m. – 4:30 p.m. | GSC 1203**

Both Lincoln Financial and TIAA offer Texas A&M employees FREE one-on-one consulting meetings with their financial/retirement advisors in the HROE offices in the [General Services Complex](#), Suite 1201. Let these professionals help you learn how to take control of your financial health! RSVP for your meeting:

- [RSVP with a Lincoln Financial Consultant](#)
- [RSVP with a TIAA Financial Consultant](#)

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ANNOUNCEMENTS

5 Days Left to Register for SAW2018 Grand Prizes & Events

Registration ends Friday, April 20 for staff to sign-up to attend events or win a grand prize for Staff Appreciation Week (SAW). This year we are offering 5 grand prizes for 5 days to celebrate our 5th Anniversary of SAW at Texas A&M! **Please, [post](#) a flyer in your office.**

We ask that all supervisors 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 throughout April 23 – 28.



- **MONDAY President's Meritorious Service Award Ceremony**
President Young presents these prestigious awards to 25 outstanding individuals, two outstanding teams and two supervisors. Reception following.
- **TUESDAY Staff Development Day**
Morning / Afternoon Sessions & Networking Lunch
- **WEDNESDAY Department Appreciation Day**
Department hosted events with grant contest. What is your department planning?
- **THURSDAY Community Discount Day**
Discounts on food, shopping, cars, A&M baseball/softball and more! View the [discount flyer](#).
- **FRIDAY Maroon & White Walk and Fitness Friday**
Campus wellness walk & fitness events at the Rec. Free SAW 12th Man Towels while supplies lasts!

Registration is not required to attend events (it does help us get a head count), but you **MUST** register for prizes by Friday, April 20 for a chance at winning an amazing grand prize ([view prizes](#))! Prize registration will not be open during the week of SAW. **Register at staffappreciation.tamu.edu today!**

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Staff Photo Day Saturday, April 28

At the end of Staff Appreciation Week, on Saturday, April 28, President and Mrs. Young have a special gift for all university staff! Come spend the day on campus to have FREE professional photographs taken in some of the most iconic areas of the university. Bring your pet, significant other, friends or extended family to take part in the celebration. Attendees will have their photo taken at any of the six iconic locations on campus. [Download the event flyer](#) to post in your breakroom. **RSVP at staffphotoday.tamu.edu now!**



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Registration Now Open for the CSBA Spring 2018 Conference

Please share this opportunity with all employees in your department.

Registration is required for this free event on Monday, May 14 and can be accessed through TrainTraq via SSO at [CSBA Registration](#). Register by 5 p.m. on Thursday, April 26 to have your name included in a drawing for an iPad sponsored by TAMU IT! Registration ends when the conference is full or at 5 p.m. on Thursday, May 7. Register now and join us May 14 for the CSBA Spring 2018 Conference!

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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/liaisons

View the
[HR Liaison Network
News Archive Online](#)