



HR LIAISON NETWORK NEWS

April 2, 2018 | Share the following information within your departments as appropriate.

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PAYROLL REMINDERS

April 2:

- **Monthly Pay Day**

April 5:

- #18-16 RETRO Timesheets, Workday Retro BP approvals due at 5pm

April 9:

- #18-16 current timesheets, Workday BP approvals, lump sum payouts, supplements due at 11am
- #18-16 Pay Calculation Results Report available at 12pm

April 10:

- Timesheets locked; only Timekeepers can update
- Run Timekeeper Reports
- #18-16 Pay Calculation Results Report refreshed at 10am

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HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS / PAYROLL SERVICES

Performance Management

The annual performance evaluation period for non-faculty employees will be launched in Workday on April 9. Here is important information and actions to take:

- **Goals** - Please enter goals into Workday before Workday Performance Management launches on April 9. These are the FY17-18 goals created last year and kept offline. Goals can be entered by the employee, talent analyst (typically the HR Contact), or manager. For the goals to appear in the evaluation when Performance Management is launched (on April 9), the goals must 1) be approved by the employee's manager in Workday, 2) have a due date between 4/1/2017 and 3/31/2018; and 3) be entered in Workday by April 6, 2018 to automatically populate into the template; after April 6, goals will need to be manually entered into the template. Two job aids were created to help with entering goals: [Employee - Add and Edit Goals](#) and [Manager - Add and Edit Goals](#). Please note that the attachment only template does not include the goals entered into Workday.
- **Supervisor Organizations** - Please ensure that employees are assigned to the correct manager and supervisory organization in Workday; and, ensure that managers can see their employees in their supervisory organization. The **Move Workers (Supervisory)** business process was revised to be a more streamlined process, so please use it to address misalignments between managers and direct reports. An updated job aid

for this business process is available in [SSO, Workday Help](#). For more information on supervisory organizations in Workday, please see the project team's WebEx recording in [SSO, Workday Help](#).

Please visit our website for [performance evaluation process and timelines](#), [training opportunities available](#), and [additional resources](#). If you have any questions or need assistance, contact HRevaluations@tamu.edu or 979.845.4153.

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Potential Year End Lapse of Vacation Hours

Employees wanting to find out how many, if any, vacation hours could potentially roll over into sick leave at the end of the fiscal year can view it in Workday from their employee profile.

- Click on *Actions* and hover over *Time and Leave*
- Select *Carryover Balance*
- Leave date fields blank
- Select *Vacation* (or type vacation into the Time Off Plans field) and click OK
- Review *Forfeited* column to find out if any vacation leave is expected to roll over to sick leave.

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SSN Requirements

SSNs are not required prior to hiring and onboarding, mainly as it pertains to international students. Please ensure the items below are addressed and followed up on by the HR Liaison:

1. All employees hired by TAMU need to clear a background check and provide sufficient documentation to satisfy I-9 requirements before they can start working.
2. Any holder of a valid SSN should enter that number when prompted by the Workday onboarding process in order to continue the onboarding process. For an employee without a SSN, this process can be skipped by clicking on the gear icon in the top right corner of their inbox item. Skipping this step will allow the process to continue, but the employee must return to their Workday profile and enter their SSN upon receipt to complete their employment record. Skipping the SSN is not the norm, but only a short-term solution until the SSN is obtained.
3. If any student is hired into a benefits-eligible position, the SSN will be required before benefits can be started.

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Evergreen Requisitions

If you are considering using an Evergreen Requisition in your hiring process, please contact Recruitment at 979.845.5154 or send an email to jobs@tamu.edu to discuss the best option for your hiring needs. If you have any questions, please contact Rita Bowden, Recruitment Manager at 979.862.1015 or rbowden@tamu.edu.

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Summer Premium Information Coming Soon

Historically in April, Benefits Services has worked directly with departmental HR Liaisons regarding extension of 9-month employees and how their summer premiums will be paid. With the transition to Workday, the summer premium process will be different for 2018 summer appointments and extensions. We are awaiting additional process information from System Benefits Administration in order to revise the information on our website and communicate further with departmental HR Liaisons. Please stay tuned for more information forthcoming in the next few weeks.

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Updated Workday Job Aids, Week of March 25

- Add a Surviving Dependent – audited and updated based on recommended updates regarding effective date
- Add a Graduate Fellow – new job aid
- Move Workers (Supervisory Organization) – removed reference to organization admin as we pushed this to the member
- Maintain Accrual – added option for Lapse Vacation adjustment only and Lump Sum Sick
- Change Job – make a note that Change Job and Edit Position Restrictions cannot be done at the same time and added information about what to do with the position that is being left vacant
- Edit Position Restrictions – make a note that Change Job and Edit Position Restrictions cannot be done at the same time
- Job Application Process – adding additional options for dispositioning at the reference check stage
- Separation with Add Retiree Status – corrected the date for which benefits should be eligible; changed to say the day after effective retirement date

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Pay Slip Availability

Please share this information with all employees in your department.

Our legacy payroll system generated an Outlook email when an employee's pay slip was available in SSO; Workday does not generate an email reminder. Instead, pay slips are available to view and/or print in Workday per these timetables:

Monthly paid – available 5 calendar day prior to pay day

Biweekly paid – available 1 calendar day prior to pay day

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Allowances and Supplemental Payments

Ongoing Allowances are considered part of an employee's compensation package. They should not be entered in Workday using the "Request One-Time Payment" business process. If the allowance was not entered during the hire process and is later discovered or the department needs to update the allowance amount, corrections should be done using the "Request Compensation Change" business process. Workday's retro process will pick-up and pay the positive (or negative) difference going back to the effective date on the employees next regularly scheduled payday, if the business process is approved by the retro or current deadline. If the business process is approved *after* the deadline, the allowance addition or correction will be picked up on the subsequently biweekly or monthly calculation.

The "Request One-Time Payment" business process should be used by departments for Emoluments (EMOL – non-salary compensation taxation), Incentive (Cash Awards), Merit, or Supplemental Pay (dual employment, single activity or one-time payment). Workday gives you detailed choices under the One-Time Payment Plan drop down box, with more detailed descriptions of the type of work the employee performed, such as extra pay outside regular job duty, game attendant, graduate student in excess of 50%, salary supplement Teaching, participation Seminars & Presentations, Sea Pay, Teaching in Excess of 100%, Wage Position extra pay, Writing/Editing/Translation Services, etc. On-going allowances should not be paid using this business processes; prior allowances due will be paid via the Workday retro process. Additionally, there is no component to select for regular salary or hours. These items are also paid via the Workday retro process and cannot be entered using the "Request-One-time Payment" business process. Please contact Payroll Services should you have questions regarding Allowances and Supplemental Payments.

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Training Compliance Reports for April

The monthly training compliance reports will be attached to the April 9, 2018 edition of *HR Liaison Network News*. In the meantime, please contact TrainTraqHelp@tamus.edu if you have a question about the compliance statistics for your department(s).

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WELLNESS WORKS!

Please share the following information with employees in your department.

Watercooler 5K

Presented by Bryan/College Station Chamber of Commerce

Thursday, April 5 | 3:00 p.m. – 6:00 p.m. | Wolf Pen Creek

Texas A&M University is again sponsoring the Water Cooler 5K Run/Walk hosted by the B/CS Chamber of Commerce Health and Wellness Committee. As a title sponsor, employees of Texas A&M University are encouraged to participate (with appropriate supervisor approval) in this fun physical activity event held during working hours to promote physical health. Texas A&M participants can still [register here](#) by April 4 or at Wolf Pen Creek before the race! - \$15 per person.

Wellness booths and warm up prior to the 5K Fun Run and Walk (3:00-4:00 p.m.). The 5K Walk and Run will start at 4:00 p.m. Each registrant will receive an email with event logistics, which includes a map, schedule of events and an assumption of risk waiver form. For information or questions about the 5K, contact Roger Martinez at rmartinez@tamu.edu.

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Throwback Thursday Dance Party

Presented by TAMU Rec Sports

Thursday, April 12 | 6:00 p.m. – 7:30 p.m. | Rec Center Archery Room

Get ready for FREE 90 minutes of high energy dance moves from then and NOW! From Jazzercise to Zumba, we'll be dancing the night away and finishing it off with a little Yoga Zen. Bring your friends and colleagues! Burn calories, have fun, and get fit while enjoying a blast from the past! Non-Rec members are welcome!



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Airrosti Lunch & Learn - Health on the Move

Presented by Airrosti

Monday, April 16 | 11:30 a.m. – 12:30 p.m. | General Services Complex 101A

WELLNESS WORKS! and Airrosti invite you to attend an educational session to learn more about the common lower extremity conditions that are affecting millions of Americans. During this session, you will learn valuable tips that can be applied to relieve and/or prevent lower body pain. Those who are currently suffering from a related condition will be shown best practices and exercises to help relieve the pain and discomfort. Limited seating available, [RSVP for the workshop here.](#)

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Complimentary Pain/Injury Assessments

Airrosti providers spend the necessary time identifying the root cause of our patients' pain, then resolving that pain as quickly as possible – often within 3 visits (based on patient-reported outcomes). If you are suffering from pain or unresolved injuries, we encourage you to take advantage of this COMPLIMENTARY, NO OBLIGATION, 15-minute injury assessment on **Monday, April 16** from **1:00 – 5:00 p.m.** in the **General Services Complex, Room 101C.** [Click here](#) to register for this assessment.

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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

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