



HR LIAISON NETWORK NEWS

April 22, 2019 | Share the following information within your departments as appropriate.

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PAYROLL REMINDERS

April 22:

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

April 23:

- Monthly Pay Calculation Results Report refreshed at 10am
- #19-17 Pay Calculation Results Report refreshed at 10am
- #19-17 Timesheets locked; only Timekeepers can update
- Run Timekeeper Reports
- Current Monthly Workday BP Approvals due at 5pm

April 24:

- Monthly Pay Calculation Results Report refreshed at 10am

April 26:

- Biweekly Pay Day

[Processing Schedules](#)

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HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

Information Needed from HR Liaisons by April 29 Regarding Summer Insurance Premiums

Two additional informational sessions are being held for HR Liaisons this week regarding 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.

*Please note that employees impacted by the summer premium process (not enrolled in 12-over-9 premiums) were defaulted to a Workday status **that will cause 4 months of premiums to be deducted from their May compensation,***

even if they will be extended with an Add Job for the entire summer. We must hear from you by April 29 in order to manually adjust their deduction code to have premiums deducted from summer compensation. See web page below and attend the informational session for more details.

There are two sessions scheduled for this week to help Liaisons prepare for submission deadlines **by April 29.**

1. **Tuesday, April 23, 1:30 to 1:30 p.m. GSC 101A** – No registration required
2. **Thursday, April 25, 10:00 to 11:00 a.m. virtual meeting via Zoom** – Login using this link: Join URL: <https://tamu.zoom.us/j/437661465>

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

For Texas A&M University departments, contact Benefit Services at benefits@tamu.edu.

For Health Science Center departments, contact hschr@tamu.edu

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Happy Staff Appreciation Week at Texas A&M!

Whoop! It's Staff Appreciation Week (SAW) at Texas A&M! This week is meant to celebrate the thousands of staff employees who keep our university growing and thriving! Please take photos during the week and tag them with #SAW2019 on social media (share them on the [SAW Facebook Event page](#)).

SAW events and activities are open to staff from Texas A&M University, A&M System Office, agencies and affiliates, as well as SSC Services for Education and Chartwells. See the week's scheduled events at staffappreciation.tamu.edu.



Remember, We Can't Do Without You! Thank you, staff!

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We Celebrate YOU – HR Liaisons!

As we open Staff Appreciation Week, HROE and Payroll Services would like to thank each and every one of our awesome HR Liaisons for their service to the HR Liaison Network, departments, colleges, divisions, and the entire campus community. Enjoy YOUR week!

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Happy Administrative Professionals Day!

Administrative Professionals Day is Wednesday, April 24. Please take time to show your appreciation for the work of all of our administrative assistants, administrative coordinators, and other administrative support professionals on campus! You make us proud!

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REMINDER: Costing Allocations During Hire, Change Job, or Add Additional Job Business Processes

Costing Allocations are required for all employees during the **Hire, Change Job - Transfer, or Add Additional Job** business processes. This is necessary for the **Hire and Add Additional Job** business processes as the costing allocation has not been set up previously on the employee. Costing Allocations **do not** follow the worker. This means that if a worker transfers from one position to another position, worker position costing allocations will need to be assigned for that Employee in their new position. Costing Allocations **do not** drive payroll. Employees will be paid if they are employed within a current academic pay period or if a timesheet is approved, even if costing allocations are not set up correctly. Costing Allocations can be assigned in three levels: *Position Restrictions*, *Worker Position*, and *Worker, Position, Earning*.

Costing Allocation Level must indicate either:

- 1.) *Position Restrictions* - this tells Workday only the intended account(s) for paying any Employee that would fill the position.
- 2.) *Worker Position* - this establishes the designated account(s) from which an Employee who currently fills a position will be paid.
- 3.) *Worker, Position, and Earning* - this will only specify which account(s) to use for paying an Employee for an allowance (e.g. cell phone).

To add costing allocations for a filled position, choose *Worker Position Costing Allocations*. To add costing allocations for an allowance, choose *Worker, Position, and Earning Costing Allocations*. It is not necessary to remove the *Position*

Restrictions Costing Allocations, nor modify it to match the *Worker Position Costing Allocations*. To add costing allocations for a vacant unfilled position, choose *Position Restrictions Costing Allocations*.

Blank costing allocations or costing allocations incorrectly set up in Workday as of the payroll deadline will result in salary, wages, and fringe benefits posting to a System Member's FAMIS default account. If this occurs, a Payroll Cost Transfer must be completed outside of Workday to move the expenses to the correct account(s). Please contact famishelp@tamus.edu with questions regarding Payroll Cost Transfers.

Information regarding costing allocations can be found on the Workday Help webpage under the Costing Allocations Quick Reference Guide job aid, or on HR's webpage – [Assign Costing Allocations](#). For any questions, please contact Classification and Compensation at 979-845-4170 or hrcomp@tamu.edu.

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Workday Update – Week of April 18

Workday Updates have been posted online. This week's updates include Absence Management, Compensation, Benefits, Payroll, Time Tracking and Staffing. Full details about these updates are found on the [Workday Weekly Updates webpage](#).

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PAYROLL

Paid Holiday / Early Release Not on Timesheet

In order to get the time blocks to create for early release, paid holidays and inclement weather events the calculations need to run on the time sheet. These calculations run automatically when employees enter/update time. If an employee does not have worked time to enter or update (paid time off, holidays all week) or they entered all time prior to the event being added to the calendar, they should Run Calculations on their time sheet. You can find the option to "Run Calculations" in the Enter Time menu at the bottom left of the employee's time sheet. The time sheet needs to be submitted and approved for the time to pay.

Alternatively, Timekeepers can choose to run calculations for everyone or groups of individuals.

Run Time Calculations for a Date Range:

1. Search for Run Time Calculations for a Date Range report.
2. Select the workers for whom you'd like to run calculations.
3. Enter Run Frequency [Run Now].
4. Enter a Request Name.
5. Select a Start Date and End Date to define the date range for calculations.
6. Click OK to run process.

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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!".

WELLNESS WORKS!

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](#)

Upcoming Events:

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

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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](#)