



HR LIAISON NETWORK NEWS

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PAYROLL REMINDERS

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

April 24:

- Timesheets locked; only Timekeepers can update
- Run Timekeepers Reports
- #18-17 Pay Calculation Results Report refreshed at 10am

April 27:

- Biweekly Pay Day

May 1:

- Monthly Pay Day

May 3:

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

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HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS / PAYROLL SERVICES

We Celebrate YOU – Happy 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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Organizational Changes in HROE

Please join us in congratulating Laura Dohnalik on her recent promotion to Workday HRIS Manager. Laura has served the campus and our division as our HR Liaison Administrator for many years (since 2007) and we thank her for all of her efforts in fulfilling the duties of that position with integrity and excellence. As Workday HRIS Manager, Laura assumes responsibility for the day-to-day management of Workday Human Capital Management (HCM) software system. In this role, she will serve as our SME for Workday HCM technology, manage system upgrades, as well as troubleshoot and resolve HR operational issues with the system.

Also, join us in welcoming Erika Pinner, our new HR Liaison Administrator, who will assume responsibility of the administration of the HR Liaison Network. Erika comes to us with a variety of experience in operations management, hospitality, and human resources.

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Important Dates: Summer Insurance Premium Process in Workday

We need assistance **this week** from departmental HR liaisons to identify employees who should not receive a letter about summer insurance premium deductions. Such employees include those who are:

- Ending employment through termination or retirement by May 31, or
- Ending employment through termination by August 31 and are not returning in the fall (if you are already aware).

The summer premium process impacts employees with appointments less than 12 months. Benefits-eligible employees with academic periods in Workday of less than 12 months will have premium amounts owed for June through August 2018 deducted from the May earnings. Premiums will be deducted from May earnings paid on the first business day of June for monthly-paid employees and May 25 for biweekly-paid employees. Letters will be sent to employees via HRConnect Legacy on May 1 informing them how their insurance premiums will be paid during the summer since they are currently budgeted to work less than 12 months.

Please submit a list of individuals who meet these criteria by 1pm on Wednesday, April 25 to:

TAMU departments – benefits@tamu.edu | HSC departments – hr-hsc@tamu.edu

1. Include Name, UIN, planned termination or retirement date that meets the criteria above, and any additional comments you have.
2. Include the following in the subject line: SUMMER PREMIUM RESPONSE – YOUR DEPARTMENT’S NAME

For those we receive by the deadline, we will add the appropriate code to their Workday record by the end of this week so that premiums are not deducted in May and the letters are not generated to those employees. We will have an additional window of time through May 9 after the letters have been sent to adjust the code in Workday to avoid the deductions. If the employee does not have enough money in their May paycheck to cover the premiums owed, we will be adding a billing code so that they will receive bills from the P&A Group for the summer months. You do not need to take any special action at this time for those you suspect will not have enough money in their paycheck, unless they meet one of the terminating or retiring criteria above.

Please note that this process is different from prior years. This year, even if employees are getting term extensions for part of the summer or have added jobs, they will have the summer deductions on the May/June paycheck rather than from the additional compensation they receive. We recognize that there are questions about funding sources of the employer portion and we are getting answers and will keep you informed as we confirm the information.

If you have any questions about this process or the information needed, please contact benefits@tamu.edu or 979.862.1718 (for TAMU) and hr-hsc@tamu.edu or 979.845.1565 (for HSC).

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Performance Management

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

- We have added information on our website at: <http://performancemanagement.tamu.edu>
- 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](#)
- We have 10 job guides, one for each step of the process on our [Resources](#) page
- 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.

If you have any questions or need assistance, contact HRevaluations@tamu.edu or 979.845.4153.

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Performance Management Reports for Talent Analysts

Two reports are available in the Team Performance worklet in Workday for Talent Analysts to track the Performance Review Process for employees in their supervisory organization:

- Performance Review Process (Incomplete) - The Performance Review Process (Incomplete) report will list employees in your supervisory organization who have not yet completed the overall Performance Review

Process. It will display which Review Template the employee is using, the Current State, and the Date and Time Initiated.

Performance Review Process (All) - The Performance Review Process (All) report will display all employees in your supervisory organization, the current state of the Performance Review, the Status, the Date and Time Initiated, and which Review Template the employee is using.

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Emolument Information

The [Tax Withholding on Non-Salary Compensation \(Emoluments\)](#) section on Payroll Services website has been updated.

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Workers with No Time Entered Report Updated

The filter on the Workers with No Time Entered report has been updated to exclude employees that have 80 hours of time off for the pay period. Employees with time off the entire period will no longer receive notifications reminding them to enter time on their time sheets.

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Future LNN Payroll Services Topics

If you have questions about or need a better understand of a Workday Process that Payroll Services and payroll distribution is involved with and would like to see this addressed on a future LNN, please email your request to payrollprocessing@tamu.edu. We will review and, if able, provide an answer or direction to the entire Liaison community. We appreciate your input.

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WELLNESS WORKS!

Please share the following information with employees in your department.

FREE Wellness Exams On Campus

Monday, April 30, Tuesday, May 1, & Wednesday, May 2 | 8:00am – 5:00pm | 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 | 9:30am – 1:30pm | GSC 1201**
- Presented by TIAA Financial Group – **Tuesday, May 8 & Wednesday, May 9 | 8:30am – 4:30pm | 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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Chronic Pain Self-Management Workshop Series (6-week Commitment)

Beginning Wednesday, May 23 and Ending Wednesday, June 27 | 11:00am – 1:30pm | GSC Room 1214

WELLNESS WORKS! and the Texas A&M Center for Population Health and Aging invite you to register for a FREE program that was developed at Stanford University to teach adults strategies to empower and improve overall well-being. Self-management workshops compliment clinical care and are evaluated and approved by the Center for Disease Control. This workshop is designed for anyone (and/or their support person) with on-going chronic pain. This workshop meets weekly for six weeks for 2.5 hours *each Wednesday*. Participants will learn:

- Techniques to deal with problems such as frustration, fatigue, pain and isolation
- Moving easy exercise and nutrition for maintaining and improving strength, flexibility, and endurance
- Appropriate use of medications
- Pacing activity and rest
- Communicating effectively with family, friends, and health professionals
- Learning and practicing self-management tools like problem solving, action planning and decision making

*Please be aware that this is a 6-week commitment with a 4 week minimum.

*Please bring your lunch as food will not be provided.

To register for this workshop, please contact Rachel Foster at rfoster@tamhsc.edu or 979.436.9353 no later than Monday, May 21.

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Fitbit Corporate Wellness Program – Discount Storefront open through July 1

The discount storefront available through our Fitbit Corporate Wellness Program has been extended through July 1, 2018. Eligible employees may purchase up to two discounted fitness trackers at the discounted rate. [Additional information here.](#)

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ANNOUNCEMENTS

Happy Staff Appreciation Week at Texas A&M!

Join us in celebrating the 5th Anniversary of Staff Appreciation Week (SAW) at Texas A&M! This week is meant to honor the thousands of staff employees who keep our university growing and thriving! Take photos during the week and tag them with #SAW2018 on social media and 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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Happy Administrative Professionals Day!

Administrative Professionals Day is Wednesday, April 25. We appreciate the work of all of our administrative assistants, administrative coordinators, and other administrative support professionals!

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CSBA Spring 2018 Conference, May 14; Early Registration Closes April 26

Sent on behalf of the Committee of Senior Business Administrators

The CSBA Spring Conference – *Connecting for Success* – will be held on Monday, May 14, 2018 at the MSC Bethancourt Ballroom. Registration for this FREE event is required and can be accessed through [TrainTraq](#) (search course number 2113424). Early registration (including a chance to win an iPad sponsored by TAMU IT!) closes Thursday, April 26; registration ends when the conference is full or through 5pm Thursday, May 3. Full schedule and additional speaker information can be found at <http://csba.tamu.edu> or view the attached CSBA Invite.

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Division of Human Resources
& Organizational Effectiveness

Questions? HRnetwork@tamu.edu | 979.862.4153 | 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](#)

