



# HR LIAISON NETWORK NEWS

April 27, 2020 | Share the following information within your departments as appropriate.

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## PAYROLL REMINDERS

### April 30:

- #20-18 **Retro** Timesheets and Workday Retro BP Approvals due at 5:00pm

### May 1:

- Monthly Pay Day

### May 4:

- #20-18 Current Timesheets, Workday BP Approvals, Lump Sum Payouts & PPRs due at 11:00am
- #20-18 Pay Calculation Results Report available at 12:00pm

[Payroll Processing Calendar Key](#)  
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## HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

### Performance Management

HR Liaisons need to ensure that managers are either submitting or skipping the *Add Additional Manager* and *Add Additional Reviewer* tasks in their Workday Inbox. Unless the manager completes those tasks, the employee's self-evaluation will not be delivered to the manager's inbox.

If a self-evaluation was submitted to a manager in error, the manager can *Send Back* the self-evaluation to the employee. Please see the job guides located [here](#).

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### Xref Requests

If you have taken the online zoom training course for Xref, please remember to submit your [HR Liaison Statement of Responsibility](#) designation form requesting access to Xref. Please write "Xref access" in the Access Needed for ADLOC/Organization space.

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### Organization Development Programs and Events

In our continued response to Covid-19, upcoming courses offered by HROE Organization Development have been converted to remote delivery via Zoom with some programs and events moved to a later date. We have communicated with participants accordingly. Check out [our schedule](#) for more information. If you have any questions or need assistance, contact [orgdev@tamu.edu](mailto:orgdev@tamu.edu).

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## HR Liaison Trainings via Zoom during April

The remaining HR Liaison trainings available during the month of April are being offered via Zoom. Registration is still required through TrainTraQ. Zoom details will be sent out to registrants prior to the scheduled training. Below is a list of the available trainings left in April.

- 4/28 Paying Employees in Workday - [Register](#)
- 4/28 Form I-9 and Guardian - [Register](#)
- 4/30 Leave Policies and Procedures - [Register](#)

If you have any questions, please contact [hrnetwork@tamu.edu](mailto:hrnetwork@tamu.edu).

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## Workday Services Education and Training: May 2020

Please join us for the following Workday Services webinars. These events are open to all, but content will focus on the security roles listed with the webinar description.

### New Interview Stage in Recruiting

**Description:** Workday has updated the recruiting process to maximize functionality. The new interview management step will provide you with more options on establishing the interview group and details about the interview, and better information about interview results. Join us as we discuss how the interview stage within the Job Application business process will function differently for Managers, Recruiting Coordinators, and Recruiting Partners. We will compare the old and new process and provide a demonstration.

**Target Audience:** Recruiting Partners, Recruiting Coordinators, Managers\*

**Presenter:** James Ross, Workday Services - Recruiting

**Date:** May 6, 2020

**Time:** 10:30am to 11:30am

**Link to Meeting:** [HERE](#)

**Password:** Workday

**Dial in Audio:** 1.415.655.0003

**Access Code:** 922 342 918

\*Note: Managers are not directly invited to Workday Services webinars. Please feel free to forward the invitation to meet the needs of your member

### Managing Merit in Workday

**Description:** This webinar will walk you through the various activities required for those who manage the annual merit process in Workday. These activities include, entering merit awards, maintaining the merit pools, managing employee participation, and using merit reports.

**Target Audience:** HR Partner, Merit Partner, and Managers\*

**Presenter:** Sri Kamarthi, Workday Services - Compensation

**Date:** May 13, 2020

**Time:** 10:30am to 11:30am

**Link to Meeting:** [HERE](#)

**Dial in Audio:** 1.415.655.0003

**Access Code:** 923 180 881

\*Note: Managers are not directly invited to Workday Services webinars. Please feel free to forward the invitation to meet the needs of your member

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## Workday Training Changes and Update

Workday Training changes have been posted online. This week's updates include resources related to Manage Your Personal Information, Managing Search Committees, Custom Other IDs, Payroll Reversals in FAMIS, Understanding Your W-2 and the New Working in Workday. Full details about these updates are found on the [Workday Weekly Updates webpage](#).

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## All Printed Paychecks Will Be Mailed

Due to Mail Services suspending delivery options, all printed payroll checks will be mailed directly to the employee. Please notify all of your employees of this change as it will go into effective with the 4/24/2020 biweekly pay date. Please also request that all of your employees enroll in direct deposit and verify their mailing address in Workday as this is the address used when mailing their payroll check.

Here are detailed instructions on how to enroll in direct deposit from your home screen within Workday:

1. Click the Pay Application
2. Select Payment Elections
3. Click Add
4. In the Account Information section add the following:
  - a. Account Nickname. Workday Services recommends you use this to distinguish between accounts
  - b. Routing Transit Number. This is a 9 digit number found on a check, deposit slip or in your banking information online
  - c. Bank Name. This is the name of your Bank (e.g. Bank of America)
  - d. Account Type. Select Checking or Savings
  - e. Account Number. The is located on a check, deposit slip or in your banking information online
5. Click OK

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## Payroll Services COVID-19 Compliance Notes

See the links in the [Spotlight](#) section on the home page of Payroll Services website for more information regarding paper checks and deadlines.

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## EMPLOYEE WELLNESS

*Please share the following information with employees in your department.*

### Flourish Events

The 12<sup>th</sup> Can needs our help. Donate \$30 (or more) via the [Texas A&M Foundation](#) and get either a 3-day pass to the REC or a Dinner Tonight Essentials Cookbook when [submit](#) your receipt to us.

### Special offerings this week:

- [Cooking With Friends: Appreciation](#) | 4/28 | 12:00pm – 1:00pm
- [Nursing Home Virtual Visits](#) | 4/28 | 2:30pm – 3:30pm
- [Art of Container Gardening](#) | 4/28 | 12:30pm – 1:30pm
- [Cancer Support Group](#) | 5/1 | 11:00am – 12:00pm

### Fitness schedule:

- [Meditation for Stress & Anxiety](#) | 4/29 | 4:45pm – 5:30pm
- [Sunrise Stretch and Destress](#) | 4/28 & 4/30 | 7:00am – 7:30am
- [Pilates](#) | 4/29 | 11:45am – 12:30am
- [Rec Sports](#) Group RecXercise Schedule – [HERE!](#)
- [Piranha Fitness Studio Schedule](#) – Click [here](#) to register!

Visit our social media channels of [Facebook](#), [Twitter](#), and [Instagram](#) for reoccurring program offerings, new programs, other fitness classes, and ways to support and connect with one another.

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Division of Human Resources  
& Organizational Effectiveness

**QUESTIONS?** [HRnetwork@tamu.edu](mailto: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/liasons](http://employees.tamu.edu/liasons)

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Network News  
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