



# HR LIAISON NETWORK NEWS

April 29, 2019 | Share the following information within your departments as appropriate.

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## PAYROLL REMINDERS

### May 1:

- Monthly Pay Day

### May 2:

- #19-18 **RETRO** Timesheets & Workday Retro BP Approvals due at 5pm

### May 6:

- #19-18 Current Timesheets, Workday BP Approvals, Lump Sum Payouts & Supplements due at 11am
- #19-18 Pay Calculation Results Report available at 12pm

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## HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

### Deadline Today – April 29 – for Information Needed from HR Liaisons Regarding Summer Insurance Premiums

Please see important information at <https://employees.tamu.edu/benefits/insurance/summer-insurance> regarding information due today regarding employees in appointments of less than 12 months.

*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 for more details.*

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](mailto:benefits@tamu.edu).

For Health Science Center departments, contact [hschr@tamu.edu](mailto:hschr@tamu.edu)

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## Recruiting

The [Sample Interview Question Guide](#) and [Telephone Reference Contact](#) form on our website have been revised to incorporate our new statement of commitment to Inclusion, Diversity, Equity, and Accountability (IDEA). An additional column on the [Screening Matrix](#) has been added that will ask a simple Yes or No question. The question will be “Does the candidate understand Texas A&M’s commitment to IDEA?” This question will not be scored and is not a knockout

question if answered No. Creating the question in this manner raises the awareness of the commitment to both the interviewer and interviewee and promotes a dialog that can be acknowledged.

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## Performance Management

We are midway through the Performance Review process for staff (non-faculty) employees at Texas A&M, including HSC. By now, all staff self-evaluations should be complete and submitted to their managers for review and to add their evaluation. Click the [recommended timeline](#) for a refresher on the dates. [Job Guides](#) are also available for each step of the Performance Review Process.

Professional Development has upcoming training courses including Workday demonstrations and best practices for employees and supervisors, delivered both classroom and via WebEx. Please see below for more information.

- [Workday Demo: Performance Management - Managers](#)  
April 30th from 10:00 to 11:00 a.m. (webinar via WebEx)
- [Workday Demo: Performance Management - HR Liaisons: Talent Analysts](#)  
May 1st from 1:30 to 2:45 p.m. (classroom in GSC)

During a recent webinar, updated information was provided on setting goals. We want to be sure you have a clear understanding of what happens with goals during a performance review.

If a goal meets the following criteria, it will populate into any performance review template that includes a section on goals:

- Created during the Goal Setting process
- Due date or completion date is within the review period
- Created within the performance review period

When a Performance Review is launched, any goals that are pulled into the performance review are LOCKED from changes and edits in the Employee's Profile until the performance review is complete and accepted. This means you *cannot edit these goals from the Employee Profile*.

But, you CAN edit these goals and create new ones within the Performance Review process.

- Use the performance review Inbox task to select and edit a goal.
- Add goals using the "Add" button on the performance review if needed.
- When the performance review is complete, goal changes or additions will populate back to the employee's goals profile with the changes included.

Please email questions to [HREvaluations@tamu.edu](mailto:HREvaluations@tamu.edu).

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## Academic Pay Periods

As a reminder, HR Contacts can run the *View Academic Pay Periods* report to find a list of currently available Academic Pay Periods in Workday.

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## HROE Important Dates for FY2020 Staff Equity & Reclassification Requests

- **Wednesday, May 15**
  - Deadline for submission of staff equity request memos to be guaranteed completion by July 22; completion of all required approvals, including HROE Compensation Review, will confirm the department's authority to include the compensation increase in the Workday merit process for FY2020.
  - Please submit equity increase requests and any questions to HROE Classification and Compensation at 979.845.4170 or [hrcomp@tamu.edu](mailto:hrcomp@tamu.edu) or Kim Johnson at 979.845.1565 or [hrhsc@tamu.edu](mailto:hrhsc@tamu.edu) for HSC.
- **Monday, June 17**
  - Deadline for submission of FY2020 staff reclassification actions to be guaranteed completion by July 22; completion of both the edit position restrictions and change job processes in Workday by July 22 will confirm the department's authority to include the compensation increase in the Workday merit process for FY2020.

Please note the following important details about these deadlines:

1. For Texas A&M and HSC staff positions, submission by the deadline means the edit position restrictions business process is submitted to HR Partner in Workday. Once approved, the Change Job business process for filled reclassifications must be completed in Workday by July 22.
2. There are no guaranteed completion deadlines for staff positions being created for FY2020. Since the position creation process is ongoing in Workday, and it is unrelated to the Merit process there is not a need to limit the creation of positions to certain time frames.
3. These deadlines are only critical for positions in which multiple increases will be effective on September 1 and entered into Workday during the merit process.

Additional process details and frequently asked questions are coming soon to the HROE website. For questions, contact HROE Classification and Compensation 979.8454170 or [hrcomp@tamu.edu](mailto:hrcomp@tamu.edu) or for HSC, contact Kim Johnson 979.845.1565 or [hrhsc@tamu.edu](mailto:hrhsc@tamu.edu).

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### **Say Goodbye to Workday Help and Hello to Workday Services!**

The new Workday Services Help website will be live **Monday, May 13, 2019**. Besides a new look, the Workday Services Help site offers:

- Goodbye to multiple clicks – *Hello to dynamic search* (type key words or phrases in the search box on the Home page to find all items related to what you are looking for)
- Goodbye to confusing navigation – *Hello to new menu structures* (along with recent updates visible from the Home page)
- Goodbye delay in outage notifications – *Hello to current alerts in real-time*

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### **2019 CSBA Conference Registration Now Open**

*Sent on behalf of CSBA*

Registration is now open for the 2019 CSBA Conference “Empower - Advance - Impact” on Monday, May 20, 2019 from 7:30am to 4:30pm at the Memorial Student Center (see attached invitation). This free conference will feature inspiring speakers such as Shayla Rivera (<https://shaylarivera.com/>) and Melanie Ross Mills (<https://www.melanierossmills.com/>), informative breakout sessions, and a full breakfast and lunch. Register (<https://forms.gle/X1cNK3Si7Lz8VT7N6>) by May 6 to be entered for a chance to win an iPad sponsored by TAMU IT. Registration ends when the conference is full or through 5pm on May 15.

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### **Worker Types and Employee Sub Types in Workday**

*Employee* and *Contingent Worker* are the two Worker Types in Workday. Both are assigned at the position level, but an *Employee* is hired and paid or receiving benefits through Workday; *Contingent Workers* are not paid or receiving benefits, but must be hired in Workday for HR or Payroll business. The following Employee Sub Types are used in Workday:

- *Faculty* – primarily teaching, research and/or public service job at a higher education institution, provided an academic appointment agreement, and can be simultaneously appointed to an academic administrator role; may or may not be entitled to state employee benefits
- *Staff* – primarily support, administrative, operational or managerial job, including researchers who are not faculty-equivalent and academic administrators; may or may not be entitled to state employee benefits
- *Graduate Assistant* – temporary teaching, research or non-teaching assistantship job generally working an average of 20 hours per week, and simultaneously in a graduate student program; may or may not be entitled to state employee benefits; eligible for FICA exemptions and FERPA protections
- *Student Worker* – temporary job working on average less than 20 hours per week for employees simultaneously, or will be in the subsequent semester, enrolled in an educational institution; student status is a condition of employment; eligible for FICA exemptions and FERPA protections; not entitled to state employee benefits
- *Temporary/Casual* – temporary job such as work of an intermittent nature or having a brief, fixed duration not to exceed duration of 4.5 months within the same fiscal year; not entitled to state employee benefits
- *Non-Employee Benefits Only* – non-paid, non-working job solely for administration of state-entitled benefits, such as those for surviving dependents, military leave dependents and graduate fellowships

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### **Workday Update – Week of April 25**

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

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## PAYROLL

### Payroll Services Website Update

The following item has recently been updated in our [Workday Tools](#) section:

- [Relocation Allowance](#)

Please share with others in your department as needed.

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### No Retro Processing Prior To Date

The Workday HCM Advisory Council recently approved changing the No Retro Processing Prior To Date from 24 months to 6 months. This change will be implemented in Workday for Texas A&M and HSC on May 2, 2019. Please be aware that any retroactive event processed with a date prior to 6 months before pay calculation initiates will be considered an unsupported retro event and will require manual action by [Payroll Services](#) to be included in payroll results.

Change in Action:

- Monthly pay groups, 5/20/2019 pay calculation start = 11/01/2018 No Retro Processing Prior To Date
- Biweekly pay groups, 5/3/2019 pay calculation start = 10/21/2018 No Retro Processing Prior To Date

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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!](#) Stay tuned for the May Wellness Happening Newsletter, coming soon.

A blue graphic with a white mountain-like shape containing the text "WELLNESS WORKS!" in white capital letters.

### News/Announcements:

- Modified [Fitness Session Schedule](#)
  - The [May Interim Fitness Schedule](#) for Texas A&M University faculty and staff employees will occur May 1 to May 24. Stay tuned on [our website](#) for the 2019 Summer Fitness Session Schedule, occurring May 28 to August 2.
- **WALK ACROSS TEXAS!**
  - *WELLNESS WORKS!* would like to thank everyone who participated in *Walk Across Texas!*, an 8-week physical fitness program created by the Texas A&M AgriLife Extension Service. Those walking with our league collectively walked a total of 146,893.88 miles!
  - As an extra incentive to participate, *WELLNESS WORKS!* created a campus-wide competition for all departments across Texas A&M for a chance to win various prizes ([additional info here](#)). Congratulations to our winning teams!
    - 1st place: Dashing Doxies – 3,328.03 miles
    - 2nd place: The Misfits – 2,775.54 miles
    - 3rd place: InItToWinIt– 2,732.81 miles
- **Redeem Your Well onTarget Blue Points in the Online Shopping Mall!**
  - [Log in to MyEvide](#) to access your *Well onTarget* account to earn and redeem your Blue Points! The Blue Points program allows you to earn points for participating in healthy activities. Points can be redeemed on the online shopping mall, which provides a variety of merchandise. Learn more [online!](#)



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Division of Human Resources  
& Organizational Effectiveness

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

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