



# HR LIAISON NETWORK NEWS

April 30, 2018 | Share the following information within your departments as appropriate.

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## PAYROLL REMINDERS

May 1:

- Monthly Pay Day

May 3:

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

May 7:

- #18-18 current timesheets, Workday BP approvals, lump sum payouts & supplements due at 11am

May 8:

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

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## HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS / PAYROLL SERVICES

### May 1 Summer Insurance Premium Letters and 2018 Process

Thank you for notifying us last week of employees who should not receive a letter about summer insurance premium deductions. Such employees included 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.

If we did not receive notification yet for such individuals who meet the criteria above, they will receive a notification on May 1. You have another opportunity to notify us prior to payroll calculations and the billing vendor notification.

If you have additional individuals who meet these criteria, please submit following no later than 1pm on Wednesday, May 9 to: TAMU departments – [benefits@tamu.edu](mailto:benefits@tamu.edu) | HSC departments – [hr-hsc@tamu.edu](mailto: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. 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](mailto:benefits@tamu.edu) or 979.862.1718 (for TAMU) and [hr-hsc@tamu.edu](mailto:hr-hsc@tamu.edu) or 979.845.1565 (for HSC).

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#### **New Employee Welcome (TAMU NEW) Session May 9 – Please Register by Friday, May 4**

Please forward this information to all hiring supervisors and encourage them to register their new employees. The next session of New Employee Welcome (TAMU NEW) Session will be held Wednesday, May 9 from 9:30am to 2:00pm (lunch included) in the General Services Complex. All employees welcome. Employees can register online at: <http://training.tamu.edu/schedule/#EmployeeOrientations>. If you would like to hold a seat for an incoming employee who is not yet on TrainTraQ, please call 979.845.4153.

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#### **Benefits Orientation Session May 9 – Please Register by Friday, May 4**

Please forward this information to all hiring supervisors and encourage them to register their employees. The next session of Benefits Orientation will be held Wednesday, May 9 from 2:30pm – 4:00pm in the General Services Complex. All employees are welcome. Employees can register online at: <http://training.tamu.edu/schedule/#EmployeeOrientations>. If you would like to hold a seat for an incoming employee who is not yet on TrainTraQ, please call 979.845.4153.

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#### **HROE Important Dates for FY2019 Staff Reclassification and Equity Increases**

**Monday, May 21** - Deadline for submission of FY2019 staff reclassification actions to be guaranteed completion by June 25. Completion of both the edit position restrictions and change job processes in Workday by June 25 will confirm the department's authority to include the compensation increase in the Workday merit process for FY2019.

**Monday, June 4** - Deadline for submission of staff equity request memos to be guaranteed completion by June 25. 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 FY2019.

Please note the following important details about these deadlines:

1. For TAMU 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 process for filled reclassifications must be completed in Workday by June 25. For HSC staff positions, submission by the deadlines mean submission through Laserfiche forms. Once approved the edit position restrictions and changed our processes for filled reclassifications must be completed in Workday by June 25.
2. There are no guaranteed completion deadlines for staff positions being created for FY2019. 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 question, contact HROE Classification and Compensation (979.845.4170 or [hrcomp@tamu.edu](mailto:hrcomp@tamu.edu)) or Kim Johnson (979.458-3051 or [hr-hsc@tamu.edu](mailto:hr-hsc@tamu.edu)) for HSC.

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### **Workday Updates – Coming June 7**

Beginning June 7, Workday's [User Interface](#) (UI) will look similar to the mobile application allowing better access to the inbox and notifications. In addition, the original Workday eLearning courses will be archived with the release of this new UI. A new course will be available for new employees and managers to introduce them to Workday. As we move through the first year of using Workday, the Workday Services Team will continue to assess the needs of the A&M System and work towards creating training materials that are sustainable and easily updated based on Workday Releases and new functionality.

The following courses will no longer be available beginning June 7:

- 2113188: GA010: TAMUS Workday Core Concepts
- 2113189: GA020: Navigating Workday
- 2113193: GA060: TAMUS Workday Core HCM Concepts (Managers)
- 2113195: SK410 Merit and Performance (Managers)
- 2113196: SK420 Working in Workday for Managers
- 2113197: SK430 Recruiting (Managers)
- 2113198: SK440 Staffing and Separation (Managers)
- 2113199: SK450 Time and Absence (Managers)
- 2113281: GA050: TAMUS Workday Core HCM Concepts
- 2113282: SK210: Recruiting
- 2113180: SK220: Staffing
- 2113192: SK230/240/250: Goals and Performance, Tracking Time, Time Off and Leave
- 2113247: SK260/SK270: Common Employee Questions, Common Manager Questions

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### **Summer Faculty Compensation**

The A&M System Office has prepared a document to assist with compensating faculty in Workday during the summer months. All three options in the [Summer Faculty Compensation](#) document are available for use; a combination of options will be necessary depending on individual faculty needs. The document can be found at: <https://employees.tamu.edu/workday/using-workday/> under HR Liaisons. For additional information or questions, please email [workday@tamu.edu](mailto:workday@tamu.edu).

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### **System Partnership Announced – Potential Cost Savings to Employees Coming Soon**

The Texas A&M University System, CHI St Joseph Health Primary Care and the Texas A&M University Health Science Center have strengthened their partnership through the announcement of a lower-cost network benefit. The co-branded, primary care provider network improves the Brazos Valley community's access to health care while also training future clinicians. The partnership makes CHI St. Joseph Health a major clinical partner for Texas A&M in the Bryan-College Station area. The "CHI St. Joseph and Texas A&M Health Network" will include 16 primary care locations and a large number of individual providers within Austin, Brazos, Burleson, Grimes, Lee, Leon, Madison, Robertson and Washington counties.

The network includes a 75 percent reduction in primary care copays, a 50 percent reduction in specialty care copays and a 50 percent reduction in coinsurance costs at all CHI St. Joseph Health locations in the Brazos Valley. This translates to employee out-of-pocket costs for physicians and facilities contracted with CHI St. Joseph and Texas A&M of a \$5 copay for a primary care physician, a \$15 copay for a specialist and a 10% coinsurance for other costs such as a hospitalization. All other coverage will be the same.

You will see more about this new network tier as we get closer to the start date of June 15. The emphasis for communication will be here in Bryan/College Station, even though the new network benefits are available to all employees and retirees in the A&M Care plan. The tier will be outlined more specifically by ZIP code and/or provider list when it becomes available, but it can only be used in the Brazos Valley. The System Office has provided additional FAQs that we have added to the HROE website at: <https://employees.tamu.edu/spotlight/news/>.

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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:

- 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, delivered both classroom and via WebEx. Please see the list below (click on the title to access the description and dates being offered on our website):
  - Webinars
    - [Evaluations are Here! Best Practices for Employees](#)
    - [Evaluations are Here! Best Practices for Supervisors](#)
  - Classroom
    - [Workday Demo: Performance Management - Managers](#)
    - [Performance Management: Supervisory Best Practices](#)
    - [Performance Management: Employee Best Practices](#)
- 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)* – this 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)* – this 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.

If you have any questions or need assistance, contact [HRevaluations@tamu.edu](mailto:HRevaluations@tamu.edu) or 979.845.4153.

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### Cash Awards - UPDATED

Cash awards to faculty, staff and students are entered by HR Contacts in the department using the “Request One-Time Payment” business process in Workday. Paper forms are no longer utilized. Departments can select the one-time payment plan option of either “Cash Award” or “Cash Award – Grossed up” (if the department is paying the award taxes on behalf of the employee). Do not select “EMOL: Cash Awards”; this will tax the employee (deduct from gross pay) and not generate payment.

Per SAP 31.01.99.M0.01 Section 1.7 Cash Award payments will be processed as a direct deposit if set up on direct deposit with Payroll Services; if the employee is not set up on direct deposit, the Cash Awards Payment will be processed as a paper check on the employee’s next scheduled pay day. Be aware of One-Time Payment business process deadlines to ensure the award will be paid timely.

Please note that Employee Awards cannot be paid from the following funds/account ranges:

- 01-1xxxxx (state)
- 01-21xxxx (state)
- 02-1xxxxx (state)
- 02-25xxxx (camp & conference accounts)
- 02-289xxx (Galveston multi-term student fee accounts)
- 02-29xxxx (state)
- 02-6xxxxx (scholarships)
- 02-8xxxxx (plant)
- 10-1xxxxx (state)

There are limitations on what can be paid from certain other non-state funds:

- 02-24xxxx (Designated Tuition)      Grad Student / Student worker only
- 02-4xxxxx (grants)                      Only if allowed by grant

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### Promotion / Transfer / Reclassification Timing

We are noting payment issues when an employee has a Change Job business process that promotes or transfers them into a different position or reclassifies their current position and they are moving from a **bi-weekly to monthly pay group** with the change. Most changes are being initiated *during* a biweekly period (i.e., change is effective April 1 which is in the middle of the biweekly period March 25 - April 7). You greatly increase your employees’ chances of being paid timely and correctly in both positions if you change their pay group at the beginning of a biweekly period. Thus, in the example above, the effective date moving from biweekly to monthly should be either March 25 or April 8, depending on the department’s needs. We are seeing numerous instances of employees not receiving expected monthly pay or being

overpaid because they submitted monthly work on their biweekly timesheet. Timing is critical to receiving expected pay results. Additionally, retro and current business process deadlines should be taken into consideration; a department may start the change job process early but if it is still routing for approval after monthly deadlines, the resulting action will not calculate until the following month.

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### Hiring Notes

1. *Please Do Not Work from the Grid* – Using the *Recruiting Process* in Workday allows a lot of flexibility with applicants. Please remember that all candidates should be moved using your Workday Inbox items. Moving candidates in the Grid can cause issues further down the process resulting in delays or errors, in particular checking for duplicate pre-hire records.
2. *Initiating a Hire/Change Job/Add Additional Job Process* – if a position has been recruited using the *Recruiting Process* in Workday (Job Requisition created, applicants applied through Workday), you will not need to manually initiate a Hire, Change Job or Add Additional Job Process. When the applicant is completely through the Recruiting Process, these processes will automatically initiate.
3. *Hiring Student Workers (or anyone outside the Recruiting Process)* – When hiring a student worker, please ensure they are not an active employee in Workday. To do this, go to the Global Search Bar and type in the first three letters (or any combination) of their first and last name and press enter. If you see that name show as an employee, you should verify that the employee is not the same person as the student you are hiring. Using the Existing Pre-Hire search when initiating the *Hire Process* will not find an existing employee's pre-hire record and therefore you will create a duplicate pre-hire record if that employee is already an active employee in Workday.

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### WELLNESS WORKS!

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

#### 2018 May Interim Fitness Session Schedule

The May interim fitness schedule for Texas A&M University faculty and staff employees will occur May 2 through May 25. Check out class times and locations [here!](#) Stay tuned for the full 2018 summer fitness schedule that begins May 29.

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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 requirement.*

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

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

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### **Texas A&M is Living WELL Aware Workshop**

*Work/Life Balance: Managing Our Days & Nights*

*Wednesday, May 16 | 1:00pm – 3:00pm | Rudder 501*

While *Passionately Pursuing Our Purpose and Priorities* and *Making Movement Mandatory* are essential elements to health and happiness, adequate sleep is vital! Too often, we ignore this critical aspect of our health. Sleep disorders not only affect our daytime activities and productivity, but also increase our risk for health disorders including cognitive decline and heart disease. Many are unaware they actually have a sleep disorder. Do not miss this seminar by Patricia J. Sulak MD open to all TAMU employees. Topics will include:

- Types of sleep disorders and ways to improve the quality of your sleep
- Work/Life Balance: You **CAN** have it all!

To attend the live event, register [here](#). Light refreshments will be provided.

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### **The Art of Mindfulness**

*Tuesday, May 22 | 10:00am – 11:00am | Memorial Student Center (MSC) Stark Gallery*

How are you responding to the stress in your life? Are you happy with your relationship with your cell phone? Would you like to learn some effective brain training strategies to better deal with stress, distraction, and emotions? If so, this session is for you!

John Krajicek, Executive Professor at Mays Business School, will lead this session on mindfulness and meditation. Krajicek has been teaching and practicing mindfulness for many years. In this session, he will draw on both his own practice and his certified training in Emotional Intelligence and Mindfulness. Limited seating available, RSVP for the session [here](#).

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## **ANNOUNCEMENTS**

### **Work Study Updates and Reminders**

*Sent on behalf of Scholarships and Financial Aid*

May 8 is the last day students may be paid from spring work study funds. Due to regulations pertaining to the work study fund programs, students may not earn work study funds past the last date of enrollment, which is May 8 for the spring 2018 term.

*All earnings after May 8 must be paid from your departmental funds unless the student is eligible for summer work study funding.* To be considered for summer work study, a student must be:

- Enrolled half-time in the summer semester at TAMU.
- Eligible in courses that count toward their course program of study.
- Eligible for summer work study funding.

Please see April 2018 Work Study Memo for more information. For questions related to Work Study, contact Paul Schafer at [pschafer@tamu.edu](mailto:pschafer@tamu.edu) or 979.458.5327.

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### **Registration is FULL for CSBA Spring 2018 Conference, May 14**

*Sent on behalf of the Committee of Senior Business Administrators*

Due to an outstanding early response, the CSBA Spring Conference – *Connecting for Success*, is currently at capacity with the maximum number of seats filled. Employees who did not register before it was full may still get on the waitlist through [TrainTraq](#) (search course number 2113424) through 5pm on May 3. If anyone cancels attendance, some additional spots may open up and will be filled from the waiting list. The conference will be held on Monday, May 14, 2018 at the MSC Bethancourt Ballroom. Full schedule can be found at <http://csba.tamu.edu/workshops/index.php>.



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/liaisons](http://employees.tamu.edu/liaisons)

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