



# HR LIAISON NETWORK NEWS

April 8, 2019 | Share the following information within your departments as appropriate.

## HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

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## WELLNESS WORKS!

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## PAYROLL REMINDERS

April 8:

- #19-16 Current Timesheets, Workday BP Approvals, Lump Sum Payouts & Supplements due at 11am
- #19-16 Pay Calculation Results Report available at 12pm

April 9:

- #19-16 Pay Calculation Results Report Refreshed at 10am
- #19-16 Timesheets Locked; only Timekeepers Can update
- Run Timekeepers Reports

April 12:

- Biweekly Pay Day

April 17:

- Monthly **RETRO** Business Process Approvals due at 5pm

- [Processing Schedules](#)
- [Payroll Reports](#)
- [Payroll Processing Calendar Key](#)

## HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

### Register for Staff Appreciation Week Events & Prizes – Deadline April 17

Are you ready for the 6<sup>th</sup> Annual Staff Appreciation Week (SAW) at Texas A&M happening April 22 – 27? All supervisors are asked to support their staff in attending as many events as their schedules allow. Staff are asked to seek supervisor approval to attend events. Plan now to ensure that there is sufficient coverage in your unit. SAW events/activities are considered University business. Staff should not be required to take [time off](#) to attend. For full details about SAW including registration for events and prizes, visit [staffappreciation.tamu.edu](http://staffappreciation.tamu.edu). Also, please [post a flyer](#) in your office.

Reminder: If your department plans to purchase [gifts](#) for staff using department funds, please remember that gift certificates/cards for ANY amount are taxable to the recipient and require a [business process in Workday \(Tax Withholding on Non-Salary Compensation\)](#).

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WE CAN'T DO WITHOUT YOU

 **STAFF APPRECIATION WEEK**

RSVP & DETAILS: [StaffAppreciation.tamu.edu](http://StaffAppreciation.tamu.edu)

### **Work Study Reminder: Last Day for Spring Work Study Funds – May 4**

May 4 is the last day students may be paid from Spring work study funds. Student employees may not earn Spring work study funds past May 4. In order to ensure this, departments must create in Workday, a “Change Job – Position Title” business process change to a non-work study position title effective May 5.

All earnings after May 4 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 in courses that count toward their course program of study.
- Eligible for summer work study funding.

Please contact [workstudy@tamu.edu](mailto:workstudy@tamu.edu) if you have students enrolled in summer classes who will need to be awarded work study funds. If you have further questions, please contact the Student Employment Office at [workstudy@tamu.edu](mailto:workstudy@tamu.edu) or call 979.845.0686.

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### **Recommended Guidelines for Temporary/Casual Staff**

Temporary/casual staff positions that are working 20 hours or more per week will not exceed the duration of four and one-half months, usually within the same fiscal year. All part-time personnel employed to work 20 hours or more per week for four and one-half months or more in a fiscal year should be placed in budgeted positions if the department will continue employment. Student workers are excluded. If the department wishes to continue employment, they should create a budgeted position and follow Recruitment business processes. A department cannot Internally Promote or Transfer (IPT) a temporary position into a budgeted position.

When creating a temporary/causal staff position, the department can use the [Workday Position Description Template](#), but the following information needs to be submitted at minimum:

- Required Education
- Required Experience
- Job Duties
- Expected Pay

Information regarding part time employment can be found on the [Part Time Employment](#) SAP. Information regarding hiring non-faculty positions can be found on the [Hiring of Non-Faculty Positions](#) SAP. Information regarding employment practices can be found on the [Employment Practices](#) SAP. Guidelines for Posting and Filling Non-Faculty Wage Positions can be found on the HR website - <https://employees.tamu.edu/managers/guidelines/>.

If you have any questions, please contact the Classification and Compensation office at [hrcomp@tamu.edu](mailto:hrcomp@tamu.edu) or 979.845.4170.

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### **Workday Update – Week of April 4**

Workday Updates and Training changes have been posted online. This week’s updates include Absence Management, Compensation, Payroll, Recruiting, and Staffing. Training changes include New Job Aids regarding Dependent Event, Manage Your SSN, Updated Job Aids, Retired Job Aids, New Quick Reference Guides, WebEx Decks and New eLearning. Full details about these updates are found on the [Workday Weekly Updates webpage](#).

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### **Encumbrances for Future Annual Work Periods**

Please review the attached white paper, *FAMIS Encumbrance Process for Future Positions*, detailing the upcoming change in the encumbrance process for Future Annual Work Periods (summer appointments). The white paper details the best practice recommendations for handling entry in the Workday system, the FAMIS plan for encumbering summer / future appointments and a table providing scenario’s which will help in understanding the impact of this change. The purpose of this change is to more correctly encumber budgeted positions through the end of the Fiscal Year in FAMIS. Prior to this, we have not received or encumbered future dated positions until the first day of the related Annual Work Period for that position. This change is targeted for April 11, 2019.

As a reminder, questions regarding encumbrances should be directed to [famishelp@tamus.edu](mailto:famishelp@tamus.edu).

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### **Absence Partner Security Role Update**

Workday has been updated for the Absence Partner security role to now receive an approval step after the manager approves time off requests or corrections to [FMLA](#), [Parental](#), or [Emergency](#) time offs. Absence Partners should begin

receiving this approval step for any **time offs initiated or corrected after April 4, 2019**. Time off (leave) questions should be directed to [benefits@tamu.edu](mailto:benefits@tamu.edu).

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### **Recruiting**

This is a reminder to put the UIN and the full legal name of the new hire in the comments section when initiating the hire. This will help us verify the identity of the new hire and move them through the process quicker. Omitted UINs and names will delay your new hire's processing and onboarding.

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### **Performance Management**

As a reminder, the Performance Review process for staff (non-faculty) employees at Texas A&M including the Health Science Center launched April 1, 2019 for the review period 4/1/2018 through 3/31/2019.

A [Concise Guide](#) to the Non-Faculty Performance Review Process provides a quick snapshot of the process, complete with timelines and overviews of each step for each role with links to updated Job Guides for a deeper dive. Additional information is available on the [HROE](#) website by clicking on the [Performance Review Process in Workday](#) link. Please email questions to [HREvaluations@tamu.edu](mailto:HREvaluations@tamu.edu).

Additionally, we are offering Workday Performance Management Demos - sessions will be conducted both face-to-face (classroom setting) and via WebEx.

- [Workday Demo: Performance Management - Managers](#) (1-hour)
- [Workday Demo: Performance Management - Employees](#) (1-hour)
- [Workday Demo: Performance Management - HR Liaisons: Talent Analysts](#) (1-hour)

We are offering Performance Management Best Practices training – some sessions are face to face and others are online in TrainTraq.

Classroom setting

- [Performance Management: Supervisory Best Practices](#) (3.5-hour workshop)
- [Performance Management: Employee Best Practices](#) (3.5-hour workshop)

Recorded Webinar Sessions

- [Evaluations are Here! Best Practices for Supervisors](#) (52-minute webinar)
- [Evaluations are Here! Best Practices for Employees](#) (42-minute webinar)

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## **PAYROLL**

### **Time Entry Template Updated; Dual Employed Entering Time may be Affected**

The time entry template was updated in Workday on 3/21/19 and will now display an employee's Business Title instead of the Position Title. Employees with dual employment where more than one position has the same Business Title will not be able to differentiate between positions without first updating their Business Title. The Position Business Titles will show without referencing a position; see below:

## Enter Time

03/12/2019

The screenshot shows a 'Time Entry' form. At the top, it says 'Enter Time' and '03/12/2019'. Below that, there are several fields: 'Time Type' with a dropdown menu showing 'Hours Worked'; 'Position' with a dropdown menu showing 'Senior Audio Visual Specialist'; 'Hours' with a text input field showing '0'; and a 'Details' section with a dropdown menu showing 'Program Aide (+)' and 'Senior Audio Visual Specialist'. At the bottom, there are two buttons: 'OK' (orange) and 'Cancel' (grey).

Departments aware of dual-employed workers who fall into this situation are encouraged to start the *Change Business Title process* as soon as possible; waiting until near timesheet deadlines or after timesheets lock could cause a delay in time entry or incorrect time entry, and prevent the employee being paid with the current payday.

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### Changing a Business Title

Recently Workday updated how position titles are displayed on an employee's timesheet. For employees with multiple positions that have the same title, Student Assistant for example, it is difficult to distinguish between jobs. The *Change Business Title* business process can be used to distinguish the working title for a job. This business process will only update the Business Title for the position. Do not use this business process to reclassify an employee. To submit a *Change Business Title* request, go to the employee's worker profile and follow the steps below:

1. Click on Actions → Job Change → Change Business Title.
2. Enter the Effective Date.
3. Enter the proposed Business Title (i.e. Job Title – Descriptive Identifier such as department name, program name, job function, etc.)
4. Enter you comment (i.e. Request to update business title to differentiate multiple positions for employee.)
5. Click Submit and Done. The request will route to HR Partner for review and approval.

Another way you can change the business title is through a Change Job → Data Change → Position Title Change. There is a [Change Job guide](#) on the HR website. For additional information, there is a [Change Job Reasons – Quick Reference Guide](#) on the Workday Help website.

If you have any questions, please contact Classification and Compensation at 979.845.4170 or [hrcomp@tamu.edu](mailto:hrcomp@tamu.edu).

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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!](#)

#### **News/Announcements:**

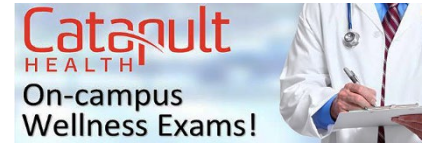
- Are You Utilizing Employee [Wellness Release Time?](#)
- [Deer Oaks EAP](#) Employee Enhancement [Newsletter](#)
- [H-E-B Nutrition Services](#) for A&M Care Health Plan Employees
- New A&M Care Plan [Wellness Premium Incentive](#) Requirements

WELLNESS WORKS!

- Modified [Fitness Session Schedule](#)
  - The Southside of the Recreation Center will be closed on Friday, April 19 due to the Reading Day. WELLNESS WORKS! will not offer the Friday 12:15pm Rowing class on Friday, April 19. All classes will resume on Monday, April 22.

**Upcoming Events:**

- **FREE Financial Counseling on Campus**  
Additional information including RSVP available [here](#).
- **On-campus Wellness Exams with Catapult Health**  
**Wednesday, May 1 & Thursday May 2 | 8:00am – 5:00pm | General Services Complex 101B/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!](#)



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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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