



HR LIAISON NETWORK NEWS

April 9, 2018 | Share the following information within your departments as appropriate.

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PAYROLL REMINDERS

April 9:

- #18-16 current timesheets, Workday BP approvals, lump sum payouts & supplements due at 11am
- #18-16 Pay Calculation Results Report available at 12pm

April 10:

- Timesheets locked; only Timekeepers can update
- Run Timekeeper Reports
- #18-16 Pay Calculation Results Report refreshed at 10am

April 11:

- Monthly **retro** business process approvals due at 5pm

April 12:

- Monthly Pay Calculation Results Report available at 12pm

April 13:

- **Biweekly Pay Day**
- Monthly Pay Calculation Results Report refreshed at 10am

April 16:

- Monthly Pay Calculation Results Report available at 10am
- Monthly lump sum payouts & supplements due at 11am

[Processing Schedules](#)
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HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS / PAYROLL SERVICES

Performance Management

The annual performance evaluation period for non-faculty employees will be launched in Workday on April 9 (this evening). Here is important information:

- **Self-evaluation** - Tuesday morning, non-faculty employees will see an Inbox action item in Workday to complete a self-evaluation. Self-evaluation is a good practice to reflect on accomplishments, what went well, what could have gone better, and what one may have learned over the past year. Employees should check with their manager if a self-evaluation is required or not. As a reminder, even if the manager does not require one,

employees must submit a self-evaluation (even with no information entered or attached). This enables access to the next step in the Workday Performance Evaluation process. Two job guides were created to help with the self-evaluation: [Self Evaluation – Staff](#) and [Self Evaluation – Attachment Only](#)

- **Add additional manager** – Tuesday morning, managers of non-faculty employees with the staff template will receive an Inbox action item in Workday to complete the Add Additional Manager. The Additional Manager functionality can be used to obtain feedback from another manager with whom the employee worked during the performance year (e.g., project, committee). As a reminder, even if a manager decides not to use this functionality, he/she must take action to skip the Add Additional Manager step. Please note that the add additional manager functionality is not part of the attachment only template, so managers will not receive an Inbox item for an employee in the attachment only process.
- **Goals** – If the FY17-18 goals were not entered before launch, they can still be added using the same process as before so they can be tracked in Workday. Two job guides were created to help with entering goals: [Employee - Add and Edit Goals](#) and [Manager - Add and Edit Goals](#). After the goals have been added and then approved by a manager, they can be manually added to the self-evaluation. In the Goals section of the self-evaluation, click on the option to "Use Existing Goal", then choose the goal to add. Please note that the attachment only template does not include the goals entered into Workday.
- **Incorrect manager** – If there is a misalignment with the employee/manager, please contact HRevaluations@tamu.edu to request the performance management process be cancelled for that individual. Then, the department needs to complete the *Move Workers (Supervisory)* business process to update the employee's manager in Workday. Once corrected, the department needs to notify HRevaluations@tamu.edu so the process can be relaunched for that individual.

Please visit our website for [performance evaluation process and timelines](#), [training opportunities available](#), and [additional resources](#). If you have any questions or need assistance, contact HRevaluations@tamu.edu or (979) 845-4153.

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Research Staff – Performance Evaluation Form for Attachment Only Template

The Attachment Only Template is designated for research staff in the Research Professionals – Other job family. If approved by your department head and dean, the [Performance Evaluation – Research Form](#) available on the Division of Research webpage, [Research Titles and Staffing](#), may be used to evaluate staff in these [Research Titles](#). Please note, University SAP 33.99.03.M0.01 requires that the evaluation be uploaded and that the overall rating be entered into Workday by the manager. The employee must review the evaluation and complete the employee acknowledgement in Workday, and then the manager must complete the manager acknowledgement in Workday. If you have any questions regarding performance evaluation for research staff, please contact the Division of Research at ResearchStaffing@tamu.edu.

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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.
2. *Offer Letters and Personal Information* – Please ensure that *external* applicants go to their account via the **External Career Site** to view offer letters and other tasks. The emails generated from Workday will sometimes contain a link to SSO and the applicant will not be able to access SSO at this point in the process.

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Workday Photo Policy

Workday HCM allows employees to upload an appropriate professional photo in their **Worker Profile** to enhance communication between employees (it is not a social media platform).

Examples of appropriate photos: individual headshots (i.e. Texas A&M University ID, or a similar photo like that on a driver's license of just the employee - no images, text, etc.). The photo should be clear, of good quality and be taken close enough for the employee to be easily identified.

Examples of inappropriate photos: caricatures, group photos, vacation photos, sports/hobby photos, or any other image than that of the employee, etc.

Photos require manager (immediate supervisor) approval prior to being visible in Workday. The approved photo appears in the individual's Workday profile and is visible to anyone at Texas A&M who is logged into Workday. If the employee does not wish to upload a photo, the default Workday icon will be displayed and will replace any inappropriate or unapproved photos. Any supervisor within the reporting chain has the authority to request the employee take down and replace the photo or use the default icon, if it does not meet the required appropriate photo examples.

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Secure Browser Sessions – SSO / Workday

Keeping our employee's online information secure is a priority for The Texas A&M University System. Please be sure to review <http://it.tam.us.edu/ss0/help-system/key-concepts/security/ending-secure-sessions/> to learn how to securely end your next browsing session.

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Cash Awards

Cash awards to faculty, staff and students are entered by 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 they are paying taxes on the award on behalf of the employee. DO NOT select "EMOL: Cash Awards"; this will tax the employee and not generate a payment. The employee will receive their award on their next regularly scheduled pay day. Please be aware of business process deadlines to ensure the award will be paid timely.

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Assign Costing Allocations Deep Dive, April 18

Workday HR Contacts are invited to participate in a costing allocations WebEx session hosted by the Workday Services team on Wednesday, April 18 from 1:30-2:30pm.

To join the session:

1. Go to [WebEx](#)
2. Meeting Number (access code): 924 197 705
3. Meeting Password: qAJ23fCr
4. Join by Phone (toll free): 855-282-6330

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Workday Open Forums

At this time, there are no Workday Open Forums scheduled for Texas A&M. Future forums may be announced on an as needed basis.

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Training Compliance Reports for April – As of April 1, 2018

Attached is the monthly Required Employee Training Assignments Report for System-required employee training. Due to technical issues, the Departmental Progress Report will not be produced this month. Note that the number of past due assignments is relatively high. Please check TrainTraq for pending assignments for your department's employees. If you have questions, please contact TrainTraqHelp@tam.us.edu.

Summary

- The total number of past due assignments increased 4.2% from 2189 to 2282.
- The total number of past due employees increased 4.7% from 1116 to 1169.
- The total number of past due Faculty employees increased 0.3% from 329 to 330.
- The total number of past due Budgeted Staff employees increased 15.2% from 217 to 250.
- The total number of past due Wage Staff employees increased 8.0% from 262 to 283.
- The total number of past due Graduate Assistant employees decreased 10.0% from 30 to 27.
- The total number of past due Student Worker employees increased 0.4% from 278 to 279.

Required Employee Training Compliance Key Performance Measure

- Percentage of employees in M Workstation ADLOCs up-to-date or current on five required courses:
 - Creating a Discrimination-Free Workplace, EEO – 97.8%
 - Ethics – 97.6%
 - Information Security Awareness – 96.2%
 - Orientation to the A&M System – 99.1%
 - Reporting Fraud, Waste and Abuse – 98.5%
 - Required Training for Athletics Task Workers – 87.2%

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WELLNESS WORKS!

Please share the following information with employees in your department.



EAP Employee Enhancement Newsletter for April

Read the latest issue of the Deer Oaks Employee Assistance Program (EAP) Employee Enhancement Newsletter for information about:

- Online Seminar Reminder: Maintaining Respect and Civility in the Workplace
- For a Fit Family
- I Know Where You Are
- How To: How To: Get the Good Credit Score and Report that You Deserve

Learn about these helpful topics and more from your EAP. [Download the newsletter](#) today!

[Deer Oaks EAP services](#) are available at no cost to benefit-eligible faculty and staff employees as well as their dependents/household members.

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Throwback Thursday Dance Party

Presented by TAMU Rec Sports

Thursday, April 12 | 6:00 p.m. – 7:30 p.m. | Rec Center Archery Room

Get ready for FREE 90 minutes of high energy dance moves from then and NOW! From Jazzercise to Zumba, we'll be dancing the night away and finishing it off with a little Yoga Zen. Bring your friends and colleagues! Burn calories, have fun, and get fit while enjoying a blast from the past! Non-Rec members are welcome!

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Airrosti Lunch & Learn - Health on the Move

Presented by Airrosti

Monday, April 16 | 11:30 a.m. – 12:30 p.m. | General Services Complex 101A

WELLNESS WORKS! and Airrosti invite you to attend an educational session to learn more about the common lower extremity conditions that are affecting millions of Americans. During this session, you will learn valuable tips that can be applied to relieve and/or prevent lower body pain. Those who are currently suffering from a related condition will be shown best practices and exercises to help relieve the pain and discomfort. Limited seating available, [RSVP for the workshop here.](#)

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Complimentary Pain/Injury Assessments

Airrosti providers spend the necessary time identifying the root cause of our patients' pain, then resolving that pain as quickly as possible – often within 3 visits (based on patient-reported outcomes). If you are suffering from pain or unresolved injuries, we encourage you to take advantage of this COMPLIMENTARY, NO OBLIGATION, 15-minute injury assessment on **Monday, April 16** from **1:00 – 5:00 p.m.** in the **General Services Complex, Room 101C.** [Click here](#) to register for this assessment.

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Active for Life® Health and Wellness Conference

The Texas A&M Center for Population Health and Aging (CPHA) is hosting their inaugural Active for Life® Health and Wellness Conference on April 26 & 27, 2018, at the Texas A&M Equine Center. The two-day conference schedule includes: general sessions with dynamic keynote speakers, interactive thematic sessions, panel sessions led by national and local experts and more. Register at cpha.tamhsc.edu/conference.

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ANNOUNCEMENTS

Register for Staff Appreciation Week Events & Prizes

The Office of the President and the Staff Appreciation Week Committee invite you to join us for the **5th Annual Staff Appreciation Week at Texas A&M April 23 – 28.** We ask that all supervisors support their staff in attending as many events as their schedules allow. Plan now to ensure that there is sufficient coverage in your unit during SAW events. Visit staffappreciation.tamu.edu for full details about the week's events and register for events and prizes by Friday, April 20!



SAW 2018 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.

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Division of Human Resources
& Organizational Effectiveness

Questions? 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

View the
[HR Liaison Network
News Archive Online](#)