



# HR LIAISON NETWORK NEWS

August 13, 2018 | Share the following information within your departments as appropriate.

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## PAYROLL REMINDERS

August 13:

- #18-25 Current Timesheets, Workday BP Approvals, Lump Sum Payouts & Supplements due at 11am
- #18-25 Pay Calculations Results Report available at 12pm

August 14:

- Timesheets locked; only Timekeepers can update
- Run Timekeeper Reports
- #18-25 Pay Calculations Results Report refresh at 10am

August 15:

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

August 16:

- Monthly Pay Calculation Results Report available at 12pm

August 17:

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

August 20:

- Monthly Pay Calculation Results Report refreshed at 10am
- Monthly Lump Sum Payouts & Supplements due at 11am

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## HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS / PAYROLL SERVICES

### IMPORTANT: Workday Reminders

- A **TO DO** task means action is required; *always do the TO DO before hitting SUBMIT, do not skip*; otherwise, key processes may not trigger appropriately thus delaying benefits and/or pay

- Workday does not replace interaction between employees, managers, HR Liaisons; please *continue to have conversations to ensure timely completion of business processes*
- Before completing a termination, ensure it is a **termination and not a transfer**; if a transfer, wait for the Change Job business process to be initiated

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### Job Aid Changes – Week of August 6, 2018

- *Leave of Absence (Employee)* – added new To Do received by primary manager when the estimated return date arrives; added the Request to Return section as well as the task that an employee receives to request a delegation change; this retires the job aid Request Return from Leave
- *Leave of Absence (Place or Return Worker)* – add the new To Do by the primary manager when the estimated return date arrives; added the Return Worker from Leave section and additional up next items that were not previously included
- *Request Leave of Absence* – retired and combined into Leave of Absence (Employee)
- *Request Return from Leave of Absence* – retired and combined into Leave of Absence (Employee)
- *Place Worker on Leave* – retired and combined with Return Worker from Leave for which there was no existing job aid
- *Hire* – added note regarding new hire access to Workday through SSO with valid employee record within 45 days of effective hire date

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### Workday Update – August 9, 2018

- Absence Management (Absence Partner, Manager)
  - Request Leave of Absence business process updated - the automated process that has been initiating a Return Worker from Leave business process on the expected return date has been replaced with a To Do to the primary manager
- Payroll (HR Contact, Manager, Department Head)
  - New report – *Worker Costing Allocations* – includes prompts for Company, Pay Group, Worker, Position ID, Job Profile, Costing Part, SL Account, Sub Account
- Performance and Goals (Talent Analyst)
  - New report – *Performance Review Process (All) – Most Recent Event* created to show only the most recent performance event per employee
- Staffing (HR Contact, Manager)
  - Academic Pay Periods for short-sessions during academic semesters added
    - September 1 – October 31
    - January 16 – March 15
    - March 16 – May 15
  - Onboarding business process updated – condition rule added to the Complete State and Local Withholding Elections step in the Onboarding business process so it does not trigger if primary work address location is Qatar

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### Commitment to Equal Employment Opportunity/Affirmative Action

A memo was sent to campus last week from President Young regarding our Commitment to Equal Employment Opportunity/Affirmative Action. This memo stated in part, “Texas A&M University is committed to providing equal opportunity and access to the programs, services and employment offered through our university. The university has an Affirmative Action Program that documents the policies, practices and procedures to support equal treatment for all applicants and employees and assure, equal access and affirmative action for women, minorities, individuals with disabilities and veterans at all levels of its workforce. We will not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, veteran status, genetic information, or any other characteristic protected by law.”

You may find the full memo and the university’s Affirmative Action Plan at [employees.tamu.edu/managers/affirmative-action](http://employees.tamu.edu/managers/affirmative-action) online. For further information or assistance about this subject, please contact Scott Bauer, Director of Talent Management, [sbauer@tamu.edu](mailto:sbauer@tamu.edu) or 979.862.1723.

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### REMINDER: Be Sure to Use Benefits-Eligible Academic Periods for New Graduate Assistant Hires

Departments are reminded that if you are hiring new, benefits-eligible graduate assistants, you need to select academic periods of **at least 4.5 months**, and scheduled weekly hours of 20 or more when completing the hire process in Workday. If you select shorter academic periods, such as 3 Month (September 1 – December 15) or even 4 month

(September 1 – December 31), the graduate assistant will not be benefits-eligible and will not receive the correct onboarding tasks to select benefits. One exception to this recommendation is if the position with the short academic period is an added job, and the person's primary job is already benefits-eligible. A second situation would be graduate assistants who are hired by departments intentionally at less than 50% effort (less than 20 scheduled weekly hours), because they are eligible for benefits as graduate student fellows or postdoctoral fellows in accordance with <https://employees.tamu.edu/benefits/grad-students/>. If you are about to hire someone who is already in Workday as a Graduate Fellow, please contact [benefits@tamu.edu](mailto:benefits@tamu.edu) before taking action to assure that the correct steps in Workday are followed. The current list of academic pay periods can be found in the HR Liaison section on the following page: <https://employees.tamu.edu/workday/using-workday/>. If you have any questions, contact [benefits@tamu.edu](mailto:benefits@tamu.edu) or 979.862.1718.

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### **Academic Pay Periods (Annual Term/Appointment)**

The *Academic Pay Periods for Annual Work Period and Disbursement Plan Period* resource has been updated and is now available under the HR Liaison section at <https://employees.tamu.edu/workday/using-workday/>. Another resource available for HR Contacts is the *Employee Academic Pay Settings by Organization* report in Workday. The report includes supervisory organization, job profile, weekly FTE, annual work period/disbursement plan period, primary pay group frequency and more for all active employees within the organization. Check it out!

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### **Request One-Time Payment Job Aid**

In last week's LNN, it was noted this job aid has been updated with a change about one-time payments needed prior to the effective hire date, such as relation allowances. Note that this job aid is written for use by all System members. The main campus process for these types of payments has some differences. Please see this [link](#) for detailed instructions.

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### **Payroll Cost Transfers Year-end from Financial Management Operations (FMO)**

The last day FAMIS will process PCTs for FY18 is 8/24/18. This will be PCTs that have been completed with all approvals. Any PCT in process that is not completed by 8/24/18 will be deleted. Please check your inbox frequently to approve any PCTs to allow as many as possible to process in FY18 and not be deleted.

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### **Communication Allowances**

Payroll Services has provided guidance and a Workday Job Aid related to communication allowances to include renewing, editing, deleting and adding such communication allowances. Please see attached documents.

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### **Benefits Fair Give-a-Way Winners**

And the Winners are...

- Wendy Kreider – College of Education
- Reuben Ramirez – Transportation Services
- Kevin Hernandez Parda – Division of Information Technology
- Beverly Wilson – FMO Accounting Operations
- Johnathan Proffitt – Department of Accounting Services
- Catharyn Schmidtke – Student Health Services

Winners can come and pick up their gifts Wednesday, August 15, 2018 from Benefit Services – GSC Suite 1201 between the hours of 9:00am-4:30pm.

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## **WELLNESS WORKS!**

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

### **Talk with the Doc!**

*Presented by Dr. Patricia Sulak & Dr. Jeffrey Waxman*

**Wednesday, August 15 | 11:30am – 1:30pm | Memorial Student Center 2406 A&B**

WELLNESS WORKS! presents "Talk with the Doc!" by Patricia J. Sulak, MD, and Jeffrey A. Waxman, MD, practicing physicians, medical school professors, and founders of Living WELL Aware. Join us for one of the two sessions focused on common healthcare issues impacting female and male bodies. We encourage you to register to attend the session which best meets your healthcare information needs or the needs of those you care about. [Visit the August Newsletter](#) to

WELLNESS WORKS!

learn more about the session topics and register to attend the live event or [access the livestream video here](#). Light lunch will be provided.

**\*Registered attendees will have a chance to win a Fitbit Flex 2!**

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### NEW Fitness Session Schedule

FREE August Interim sessions for Texas A&M faculty and staff employees will occur August 6 – August 24. For a list of class times and locations, [click here!](#) Look out for the 2018 Fall Fitness classes that begin on August 27.

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### Chronic Disease Self-Management Workshop Series (6-week Commitment)

*Presented by Center for Population Health and Aging*

**Beginning Monday, September 3 and Ending Monday, October 8 | 11:00am - 1:30pm | GSC Room 101B**

Register for a FREE Active for Life® Self-Management Program. This workshop is for anyone living with an ongoing health condition such as arthritis, high blood pressure, heart disease, lung disease, diabetes, depression and obesity. Active for Life® Self-management workshops compliment clinical care and were evaluated and approved by the Center for Disease Control with positive and lasting results. Workshops meet for six weeks every Monday for about 2.5 hours. Participants will learn how to:

- Find practical ways to deal with pain, fatigue, and stress
- Dealing with difficult emotions
- Make informed treatment decisions
- Discover better nutritional and exercise choices, understand decision making processes and learn how to get a good night's sleep
- Find better ways to talk to their doctor and family about their health
- Set weekly action plans, problem solve health issues, and get needed support

*\*Please plan to attend all six sessions and bring your lunch!*



To register for this workshop, please contact Rachel Foster at [rfoster@tamhsc.edu](mailto:rfoster@tamhsc.edu) or 979.436.9353 no later than **Friday, August 31.**

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### Interpersonal Clubs

**WELLNESS WORKS!** is working with a number of campus resources to establish affinity groups for Texas A&M faculty and staff employees. Let us know what type of clubs you would be interested in joining by participating in [this survey!](#) Your feedback will allow us to offer a variety of programs tailored to you!

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### Naturally Slim® is Now On-Demand

Learn how to lose weight and improve your health while eating the foods you love! **WELLNESS WORKS!** is happy to announce that **Naturally Slim®** on-demand is here! Employees now have the option to apply for the program at any time of the year! This online program helps change how you eat instead of what you eat. Plus, you will improve your health and reduce your chance of developing a serious, chronic disease, like diabetes or heart disease. And, it's **free** for employees/retirees and spouses enrolled in the A&M Care, 65 PLUS or J plans! Visit the FAQs found [here](#) and apply at [naturallyslim.com/tamus](http://naturallyslim.com/tamus) today!

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### Employee Health and Wellness Fair – SAVE THE DATE!

*November 8 | Student Recreation Center*

**WELLNESS WORKS!** invites all faculty and staff employees to *Save the Date* for the 2018 Employee Health & Wellness Fair to be held on November 8 at the Student Recreation Center. The fair will be a come and go, conference-style event with lunch provided at the keynote session! Additionally, participants will be able to:

- Get a flu vaccine
- Participate in a sleep demonstration
- Attend employee fitness sessions
- Attend presentations on various health topics and innovations in wellness
- Win prizes
- And more!

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Division of Human Resources  
& Organizational Effectiveness

**Questions?** [HRnetwork@tamu.edu](mailto:HRnetwork@tamu.edu) | 979.862.4153 | 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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