



HR LIAISON NETWORK NEWS

August 26, 2019 | Share the following information within your departments as appropriate.

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WELLNESS WORKS!

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PAYROLL REMINDERS

August 26:

- #19-26 Current Timesheets, Workday BP Approvals, Lump Sum Payouts & Supplements due at 11:00am
- #19-26 Pay Calculation Results Report available at 12:00pm

August 27:

- #19-26 Timesheets Locked; only Timekeepers can update
- Run Timekeeper Reports
- #19-26 Pay Calculation Results Report refreshed at 10:00am

August 30:

- #19-26 Biweekly Pay Day

September 3:

- Monthly Pay Day

September 5:

- #20-01 **Retro** Timesheets and Workday Retro BP Approvals due at 5:00pm

[Payroll Processing Calendar Key Processing Schedules](#)
[Workday Tools](#)

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

Who to Contact About HR / Payroll / Workday Questions

As a reminder, the **Who to Contact in HROE** resource is available on the [HROE website](#) and also includes contacts in Payroll Services, Dean of Faculties, FAMIS Services, OGAPS, Student Employment Office and Tax, Compliance and Reporting. If you are unsure about whom to direct your HR question to, you may contact HRnetwork@tamu.edu.

Note that all employees should contact the appropriate Human Resources and Payroll Services department within their System Member – HROE / Payroll Services for Texas A&M University and Texas A&M Health Science Center. If the question or issue needs to be elevated, HROE and Payroll Services will work with the appropriate System Office (either System Benefits Administration or Workday

- Workday @ Texas A&M
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- **Who to Contact in HROE?**

Services) to research and determine the correct course of action. Employees should not contact System Benefits Administration or Workday Services directly.

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Onboarding Resources for New Employees and HR Liaisons

To assist with the onboarding process in Workday, please refer to the following resources available in [Workday Help](#) on the SSO menu.

- [Onboarding](#) (job aid)
- [Onboarding Processes by Security Role](#) (reference guide)

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2019-2020 Employee Benefits Guide

The **2019-2020 Employee Benefits Guide** is available on the [HROE website](#) in the Spotlight section as well as on the [Benefit Services page](#). In the guide, employees will find information related to how benefits work, a health plan overview, optional plans, other programs, monthly premiums and more. HR Liaisons should provide the benefits guide link to benefit-eligible new hires to help them make informed benefits decisions.

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Reading your Workday Payslip

Please share the following information with employees in your department.

Workday provides a comprehensive view of your pay, deductions, and relevant accruals through your workday payslip (pay stub). You can access your payslip through the Pay worklet () on your Workday homepage using your desktop or mobile device. Download the [Payslips job guide](#) which provides an overview of the various components typically found on a payslip, so you can use this data to make important decisions relating to payroll, insurance, and other benefits relevant to your employment.

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Years of Service Verifications and Pins

HROE staff are preparing data analysis for years of service verifications and distribution of recognition pins for 2019. Pins will be ordered in September for distribution in December. If you are the designated person to handle years of service verifications for your department, please email Nikki Cavender (ncavender@tamu.edu) with your name, contact info, and the departments you coordinate. If you are not the designated person, please forward this message to the appropriate person so he or she may respond.

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Workday Inbox Items

If you receive a TO DO task in your Workday inbox, please be sure to read the instructional text completely before taking action. As a reminder, many times these inbox items require action outside of Workday. **Once you complete the requested action**, you **MUST** then **SUBMIT** the **TO DO** task in Workday. If you neglect to submit the TO DO task in Workday, other tasks will not be triggered and could delay important events such as benefit enrollment. Please do not submit the TO DO before completing the requested action as this too could have a negative impact on remaining processes.

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New TrainTraq Assignment – Required Emergency Alert System Notification

At the beginning of September, Texas A&M employees will receive an automated TrainTraq assignment to take “Required Emergency Alert System Notification” (TrainTraq course no. [2111669](#)).

Who will receive the TrainTraq assignment?

All Texas A&M faculty and staff (except employees who have completed this course since August 1, 2019) will receive an e-mail notification of the assignment and a single reminder 30 days later. New employees automatically receive this assignment upon hire. *HR Liaisons do not need to assign this course or to follow up on overdue assignments; this course will not be tracked on the monthly training compliance reports.*

What is the purpose of the assignment?

The purpose of this online assignment is to notify employees about a state law ([Texas Education Code §51.218](#)) that requires all institutions of higher education to establish an emergency alert system (EAS) for their campus and to notify employees annually of their right to elect to participate or not participate in the EAS. Employees will access a two-page “course” (see attached screenshots) that will route them to a page on the [Code Maroon](#) web site. On the Code Maroon page, they can choose to either subscribe/change settings for message alerts or opt out. Incomplete assignments will be withdrawn 45 days after the assignment is made. If employees are already subscribed, they do not need to make changes and can close

the browser. If employees have questions about how to use Code Maroon, they should either email codemaroon@tamu.edu or call Help Desk Central at (979) 845-8300.

How can HR Liaisons help?

You can provide advance notification to your departments of the new assignment. This might also be a good time to remind employees to review/update their emergency contact information online in Workday.

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Workday Training Changes – Week of August 19

Workday Training changes have been posted online. This week's new job aid is Change Benefits (Tax Differed Annuities). There are updated quick reference guides for Custom IDs for Benefits and new eLearning. Full details about these updates are found on the [Workday Weekly Updates webpage](#).

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Hiring – Staff/Students

Hiring activities will be increasing over the next few weeks. The following reminders are for hires done outside of the normal **Recruiting** business process:

1. Individuals currently active in Workday will not show up in the *Existing Pre-Hire* search from the **Hire Employee** business process.
2. Before starting the **Hire Employee** business process, enter the hire's UIN into the Global Search Bar. (Make sure to select *All of Workday* under **Categories**) If the UIN is in use in Workday, you will see the name associated with the UIN.
 - a. If (Terminated) shows next to their name, verify that is the person you are hiring, and if so, use that name in the *Existing Pre-Hire* search.
 - b. If just their name shows, that indicates the person is already active in Workday and the **Job Change → Add Job** business process should be used (if that's your person).
3. If the UIN does not return a name (and you've selected *All of Workday* for your search), you can select *Create a New Pre-Hire* from the **Hire Employee** business process.
4. Please enter the *UIN* and *Legal Name* in the **comments** section when entering a hire into Workday. Putting the UIN and Legal Name in the comments will help the I-9 Partner role to process your hire quicker.

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PAYROLL SERVICES

One-Time Merit Paydays

If departments submitted a template for one-time merit payments to be uploaded to Workday by the Budget office, employees will be paid on the 9.13.19 biweekly or 10.1.19 monthly. If the department didn't use the template from the Budget office, one-time merits can also be processed using "Request One Time Payment" in Workday and selecting Merit Payment – Regular Budget Cycle. The effective date should be 9.01.2019. Please note that payments submitted using this option will route for approval as individual actions in Workday, including routing to executive approvers/designees. The business process must be fully completed by the appropriate biweekly or monthly deadline found on the [September processing calendar](#) on payroll's website. For example, the deadline for the 9.13.19 biweekly payday is 9.09.19 at 11:00am. If the deadline is missed, the employee will not receive one-time merit pay as expected. Please see [One-Time Merit Payments](#) on the HR website for additional guidelines. Contact merit@tamu.edu with any questions.

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National Payroll Week: September 2-6, 2019

Throughout history, payroll has ensured that payday is the best day of the week! [National Payroll Week](#) celebrates the hard work by America's employees and the payroll professionals who pay them. Together, through payroll withholding, we contribute, collect, report, and deposit 70% of the U. S. Treasury's annual revenue, about \$2.4 trillion per year.

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Paid Holiday / Early Release Not on Timesheet

In order to get the time blocks to create for early release, paid holidays and inclement weather events the calculations need to run on the time sheet. These calculations run automatically when employees enter/update time. If an employee does not have worked time to enter or update (paid time off, holidays all week) or they entered all time prior to the event being added to the calendar, they should Run Calculations on their time sheet. You can find the option to "Run Calculations" in the Enter Time menu at the bottom left of the employee's time sheet. The time

sheet needs to be submitted and approved for the time to pay.

Alternatively, Timekeepers can choose to run calculations for everyone or groups of individuals.

Run Time Calculations for a Date Range:

1. Search for Run Time Calculations for a Date Range report.
2. Select the workers for whom you'd like to run calculations.
3. Enter Run Frequency [Run Now].
4. Enter a Request Name.
5. Select a Start Date and End Date to define the date range for calculations.
6. Click OK to run process.

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WELLNESS WORKS!

Please share the following information with employees in your department.

Wellness Happenings for August

Check out our monthly newsletter [here!](#)

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

Upcoming Events

- NEW – [2019 Fall Fitness Sessions](#) schedule is now available (effective August 26 – December 6)
- Change in fitness schedule due to [Football Thursday](#)
 - All on-campus fitness sessions **after 1:00pm on Thursday, August 29 will be cancelled**
 - The following classes will be held on **Thursday, August 29**:
 - 6:30am – 7:30am: Sunrise Yoga at The Gardens
 - 11:45am – 12:30pm: Yoga at MSC Stark Gallery

- **Making Moves with Diabetes**

Presented by Center for Population Health and Aging (CPHA)

Tuesday, September 3

8:00am – 4:00pm | GSC 101A

You are invited to register for the **FREE**, Healthy Texas *Making Moves with Diabetes* program, an American Diabetes Association (ADA) recognized program designed to help individuals manage their diabetes with minimal impact to their current lifestyle. This **8-hour class** will provide participants and/or caregivers with one year of support and a lifetime of health.

Register for this event by calling [\(979\) 436-9336](tel:9794369336) by **Friday, August 30**.

Lunch will be provided by CPHA.

Please notify CPHA if you have any dietary restrictions when calling to register for this event.

***This event will not be available through livestream due to the interactive nature of the workshop and patient confidentiality.*

- **Gardening Club**

Presented by The Gardens at Texas A&M

Every 3rd Tuesday of the Month

[The Gardens Pavilion](#)

WELLNESS WORKS! is excited to partner with The Gardens at Texas A&M to bring you a gardening club this fall! The Gardens Manager and Texas Master Certified Nurserymen, Joseph Johnson, will lead the Gardening Club. Each session will provide you with expert knowledge and hands-on gardening experience.

Tuesday, September 17

11:30am – 1:00pm

[The Gardens Pavilion](#)

While registration for the September 17th Gardening Club event has met **maximum capacity**, we encourage you to register for the waitlist or feel free to enjoy the beauty of The Gardens during your lunch hour and enjoy the on-site Fire Truck Crepes food truck.

- **FREE On-Campus Financial Consultations – [RSVP Here](#)**

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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](#)