



# HR LIAISON NETWORK NEWS

August 27, 2018 | Share the following information within your departments as appropriate.

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## HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS / PAYROLL SERVICES

### Processing Compensation Changes Prior to 9/1 for Employees Receiving Merit

The Workday Merit process has finalized in Workday. Changes to the employee's compensation with an effective date prior to 9/1 will require rescinding the merit compensation event, performing the change, and proceeding with a request compensation change to add the merit increase. The HR contact should submit a request to rescind the employees merit compensation event to [hrcomp@tamu.edu](mailto:hrcomp@tamu.edu) including the employee's name, title, and UIN in the email. When submitting a compensation change for merit, apply the percentage increase to the hourly or monthly rate and not the merit plan.

To review FY19 pay rates in your organization for accuracy, use the following reports in Workday to review compensation changes:

- **Employee Academic Pay Settings by Organization** – Run this report to view employee, supervisory organization, academic pay period and compensation. The HR Contact, Department Head, Manager, and Timekeeper can run this report.

## PAYROLL REMINDERS

August 27:

- #18-26 Current Timesheets, Workday BP Approvals, Lump Sum Payouts & Supplements due at 11am
- #18-26 Pay Calculation Results Report available at 12pm

August 28:

- Timesheets locked; only Timekeepers can update
- Run Timekeeper Reports
- #18-26 Pay Calculation Results Report refreshed at 10am

August 31:

- Biweekly Pay Day

September 4:

- Monthly Pay Day

September 6:

- #19-01 **RETRO** Timesheets & Workday Retro Approvals due at 5pm

[Processing Schedules](#)  
[Payroll Reports](#)

- **Pay Calculation Results for a Period** - View payroll results in progress or completed with employee, supervisory organization, compensation, costing allocations and extended cost by TAMUS Cost Center. The HR Contact can run this report and should review it prior to each biweekly or monthly payroll processing.

This information may be found online at <https://employees.tamu.edu/compensation/fy19-comp-resources/>. If you have any questions or need assistance, contact Classification & Compensation by email at [hrcomp@tamu.edu](mailto:hrcomp@tamu.edu) or by phone at 979.845.4170.

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### **Early release at 1:00 p.m. on Thursday, August 30, 2018**

To accommodate activities associated with Football Thursday, President Young has approved the early release of all non-essential personnel at 1 p.m. on Thursday, August 30, 2018. Faculty and staff associated with the support of classroom activities are considered essential personnel as it relates to this release. Here are a few things to keep in mind regarding this early release.

- Employees will be credited a total of 4 hours of early release time.
- Employees who work approved [flex schedules](#) should adjust their work hours accordingly.
- Employees required to work during this early release will be given state compensatory time off to be taken within the next 12 months; and/or may have their current work schedule adjusted appropriately by their department to reflect the normal amount of hours the employee was scheduled to work.
- Employees unsure of their status should consult with their supervisor.

Additional information about early release time can be [found here](#). Additional information about Football Thursday including parking and bus routes can be found at [footballthursday.tamu.edu](http://footballthursday.tamu.edu). For additional questions or information not addressed by the website, you may send an inquiry to [footballthursday@tamu.edu](mailto:footballthursday@tamu.edu).

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### **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 9.14.18 biweekly or 10.1.18 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 9.01.2018. 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 9.14.18 biweekly payday is 9.10.18 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](mailto:merit@tamu.edu) with any questions

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### **FY19 Pay Schedule Updated & Calendars**

The FY19 Biweekly Pay Schedule was updated 8.20.18; please make sure you have the most recent version for reference. FY19 Monthly Pay Schedule and September 2018 through April 2019 Payroll Processing Calendars are also available on Payroll Service's [website](#). Refer to the [Payroll Processing Tools](#) for more details on items listed on the calendars such as Report Verification, Useful Reports, etc. Please distribute in your department as needed.

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### **Workday Tools**

Workday-related payroll services information has been consolidated on our website. In the Spotlight section on the home page click [Workday Tools](#) to access pertinent data. The data can also be reached from the Payroll Processing > Tools tab on the home page.

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### **Tips for Recruiting Coordinators**

*Initial Review* - The Initial Review of applicants determines the applicant pool for a job requisition. It is very important that you are reviewing applicants for their match to the minimum education/experience requirements for the job requisition. Applicants should not be moved from Initial Review directly to Screen without doing the minimum qualifications verification.

*Incomplete Application* –An incomplete application does not allow you to determine if the individual can meet the minimum qualifications of the position.

### *Moving Applicants from the Candidate Grid is Harmful*

Please remember that the Recruiting Coordinator is the ONLY security role outside of HROE that is authorized to move candidates forward from Initial Review. This is the ONLY step where the candidate grid can be used (excluding Evergreens). Hiring Managers should never use the candidate grid for any movement of applicants or candidates.

*What's the harm* - When the candidate grid is used to change the status of candidates, steps are skipped in the process that are needed to ensure correct processing of the candidates. When steps are skipped, job requisitions are delayed while corrections are made.

*What's the harm* - Moving a candidate to Offer or Background Check (for the first time in the process) creates a pre-hire record in Workday. Creating this pre-hire record may result in a duplicate record, thereby causing delays while actions are undone and candidates re-do tasks.

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### **National Payroll Week: September 3-7, 2018**

Throughout history, payroll has ensured that payday is the best day of the week! National Payroll Week celebrates the hard work by America's 150 million wage earners 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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### **Workday Reminders**

- A **leave of absence** should be used when **the absence is full-time, continuous, unpaid and for a duration of 30 days or more**. This is an unpaid, job-protected leave status.
- If an **Employee has any eligible paid time off**, a leave of absence should not be processed. A **time off request should be submitted instead**.
- Workday 31 is scheduled for September 8! This is our 2<sup>nd</sup> software update of 2018; Workday 32 is coming in March 2019. Features automatically delivered with this update include:
  - bundled resumes – now able to group resumes for multiple candidates into one PDF file
  - safety incident tracking – tasks and reports will include display fields for incident details, notes and attachments allowing you to save for later and making it easier to add involved parties to incidents
  - staffing – check boxes changed to 'Eligible for Hire' and 'Eligible for Rehire' to provide more flexibility when managing employment eligibility statuses
  - review time report – view errors and alerts within the report and view all workers for the period
  - worker information – single field phone number and national ID masking

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### **Workday 31 Preview WebEx – Wednesday, August 29**

All supporting security roles are invited to see what's new with Workday 31 on Wednesday, August 29 at 3pm. The WebEx session will provide an overview of the new features, with screen shots where applicable, and the benefits, impacts and tidbits for you and your employees. Please note that the WebEx is being offered System-wide and space is limited to 1,000 attendees. HR Liaisons may want to watch as a group using only one person's login. The WebEx will be recorded.

WebEx Details:

Topic: Workday 31 Preview

Date and Time: Wednesday, August 29, 2018 3pm, Central Daylight Time (Chicago, GMT-05:00)

Event number: 929 630 005

Panelist password: The Event has no Panelist Password

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To join the event as an attendee  
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1. Go to <https://tamus.webex.com/tamus/onstage/g.php?MTID=ec00f5c3ed723cbe22568f5bb845c062c>
2. Click "Join Now".

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To join the audio conference only  
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US TOLL: +1.415.655.0003

Access code: 929 630 005

The playback of UCF (Universal Communications Format) rich media files requires appropriate players. To view this type of rich media files in the meeting, please check whether you have the players installed on your computer by going to <https://tamus.webex.com/tamus/onstage/systemdiagnosis.php>.

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## Workday Update

- Absence Management (Absence Partner, Timekeeper)
  - Evacuation Time Off has been renamed “Office Closure or Evacuation” to encompass general office closures
  - FY19 holiday calendar events added
- Payroll (Manager, HR Contact)
  - Employee Missing Costing Allocation report now has a filter for Organization so the report can be filtered by Company, Pay Group, System Member Part, etc.; the following additional role can access the report:
    - Department Head
    - Executive Approver
    - Graduate Studies Partner
    - Research Partner
    - Sponsored Research Services
- Recruiting (Recruiting Coordinator)
  - Offer Letter updated; link to the Benefits Guide in the offer letter has been updated to point to the FY19 guide
- Security (Graduate Studies Partner, HR Contact)
  - Added view permissions to be able to run reports related to Academic Pay Periods; the reports are:
    - Academic Pay Period
    - Academic Pay Periods
    - Academic Pay Period Eligibility
- Staffing (HR Contact, I-9 Processor, Absence Partner)
  - Passport and Visa Change business process update – corrected the To Do Provide Documentation step so it routes as expected to Pre-Employee as Self and Pre-Contingent Worker as Self
  - Hire business process updated so that the To Do Complete Form I-9 in Guardian correctly triggers to I-9 Processor
  - Onboarding business process updated – modified the step order of the automated process that sets up the Time Off Service Date to reduce the frequency that an HR Partner security role must rescind the Service Date Change in order to edit the Hire date for new employee
  - Edit Other ID business process updated so it is no longer prohibiting edits to Faculty Tenure State and Mail Stop
  - To Do step that is used to trigger the Additional Data event for Benefits Onboarding questions was edited to clarify the actions to be taken and which order to be taken for better user experience and accuracy in the overall business process
  - Added a 9 month Academic Pay Period (December 1-August 31) to support instances with having a primary job of 9 months starting September and then subsequently trying to add an additional job starting July and not have an equivalent 9 month period to select for a benefits-eligible faculty employee
  - Personal Information Change business process updated – added Pre-Employee as Self to the routing of the To Do Provide Proof of Birth Date when the pre-employee initiates the Personal Information Change outside of the Onboarding process to prevent the step from being unassigned; new hires should be encouraged to take action on the steps in the Onboarding process rather than initiate business processes before fully onboarding
  - Termination business process updated – replaced the To Do Update Contact Information step that triggered to the Employee during Termination with a notification that prompts the employee to update their contact information and email to ensure future access to Single Sign On (SSO); this eliminated the To Do step terminating employees were not taking action on which was causing confusion and appearance that the process was not complete

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## Job Aid Changes

- New Job Aids
  - *Add Retiree Status (Termination)* – focuses on the Retiree Partner’s tasks in the termination process to make a worker a retiree and set them up with benefits

- *Termination (Voluntary)* – includes process for voluntary termination, added information about what happens when the employee submits resignation in Workday as well as more details on follow up actions and To Do's for HR Contact or HR Partner
- *Remove Employee from Merit* – focuses on how to remove an Employee from the merit process and add them back
- *Termination (Involuntary)* – overviews the business process for an involuntary termination
- *Merit Process Remove / Add Back Employee* – describes how to remove and add an employee back to the compensation review process for merit
- Updated Job Aids
  - *Add a Graduate Fellow* – updated the routing of Change Organization Assignment to the Benefits and Retiree Partners
  - *Add a Surviving Dependent* – updated the routing of Change Organization Assignment to the Benefits and Retiree Partners
  - *Change Organization Assignments (Staffing Events)* – further clarification on the purpose of this business process and the need for the alignment between the company and system member part assigned to a worker and the company and system member part assigned to the supervisory organization to which they belong
- Retired Job Aids
  - *Separation* – replaced by Termination Voluntary and Termination Involuntary
  - *Separation with Add Retiree Status* – replaced by Add Retiree Status

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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, 2018) 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 e-mail [codemaroon@tamu.edu](mailto: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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### **Professional Development Course Offerings**

Professional Development is in the process of revamping how we develop employees to better meet the needs of the Texas A&M community. More information to come later in the year and early next year. In the meantime, as we are committed to serve the Texas A&M community during this time of transition, we will continue to offer some of our most popular courses through the end of the year. Please see the planned course offerings at: <http://training.tamu.edu/schedule>. Please note, as one of the more immediate items we will work on through year end is revamping our leadership development, Leadership Institute (LI) and Group Leadership Forum (GLF) will no longer be offered. Keep an eye out later in the year and early next year for more information on the design and plan to transform competency development!

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### **REMINDER: New! Who to Contact?**

HROE recently migrated their email boxes to a ticketing system. This ticketing system will help us better manage inquiries as well as improve communication and services with our customers. To further enable timely service, please



address your email to only one department and enter the Inquiry Type in the subject line. Adding multiple departments (cc) to your email may cause unnecessary delays. The list of who to contact can be found [here](#) and on the HROE website <https://employees.tamu.edu/>.

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## **WELLNESS WORKS!**

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

### **Fall Fitness Schedule for Faculty & Staff Employees**

Make Movement Mandatory and maximize your [Wellness Release Time](#) by attending our FREE employee fitness sessions brought to you by **WELLNESS WORKS!** The [Fall Fitness Schedule](#) begins Monday, August 27 and runs through Friday, December 5.

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### **New Participation Procedures at Rec Sports**

In an effort to make it easier for faculty and staff employees to participate in fitness sessions held at the Student Recreation Center, employees will no longer be required to present a white receipt before going through the turnstiles and accessing the classes on our **WELLNESS WORKS!** schedule. As a reminder, participants are required to show their employee I.D. and sign in at the Rec Center Member Services desk before participating in our classes. Also, participants are asked to pass through the turnstiles no earlier than 20 minutes prior to the start of class and no later than 5 minutes after the class begins. We hope that these measures will minimize disruptions caused by late arrivals and will enhance the experience for the instructor and participants.

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### **Thursday Football Game - Fitness Session Schedule**

All on-campus fitness sessions after **1pm on Thursday, August 30** will be cancelled. The following class will be held on campus **Thursday, August 30**:

- 11:45am – 12:30pm: Yoga at MSC Stark Gallery

Piranha Fitness Studio will operate according to their regular business hours and the following classes will be held on **Thursday, August 30**:

- 4:45pm – 5:30pm: Cycle at Piranha Fitness Studio
- 5:30pm – 6:30pm: Cardio Dance at Piranha Fitness Studio

All **WELLNESS WORKS!** fitness classes will resume normal schedules on Friday, August 31. For a list of class times and locations, visit the [Fall Fitness schedule](#).

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

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