HR LIAISON NETWORK NEWS

August 6, 2018 | Share the following information within your departments as appropriate.

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS / PAYROLL SERVICES

WELLNESS WORKS!

PAYROLL REMINDERS

August 9:
- #18-25 **RETRO** Timesheets & Workday Retro Approvals due at 5pm

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 Calculation Results Report refreshed at 10am

August 15:
- Monthly RETRO business process approvals due at 5pm

Processing Schedules
Payroll Reports

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS / PAYROLL SERVICES

HROE Staff Out of Office on Thursday, August 9 from 2 - 5 pm
All staff in the Division of Human Resources and Organizational Effectiveness (HROE) will be out of the office on Thursday, August 9 from 2 pm to 5 pm. The HROE office in GSC Suite 1201 will be open and student assistants will be available at the front desk to answer basic questions, take messages, and collect packages. All emails/calls will be returned the following business day. If you have an urgent matter and/or need immediate assistance on August 9, please call 979.845.4141. Please mark your calendars and plan ahead for assistance you may need from any of our departments. We will resume normal business hours on Friday, August 10.
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Job Aid Changes – July 30, 2018
- *Amend Form I-9 in Workday* – new job aid
- *Complete Form I*-9 Section 3 in Workday – new job aid
- *Hire* – updated to reflect Form I-9 changes and notation about one time payments needed prior the effective hire date
- *Change Job* – updated to reflect Form I-9 changes
- *Add Additional Job* – updated to reflect Form I-9 changes

- *Onboarding Processes by Security Role* – updated to reflect Form I-9 changes and missing elements from benefits questions
- *I-9 Processing (Complete Form I-9, Amend Form I-9, Complete Form I-9 Section 3)* – retired
- *Request One-Time Payment* – notation about one-time payments needed prior the effective hire date
- *Form I-9s Quick Reference Guide* – new job aid

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Workday Update – August 4, 2018

- Payroll (HR Contact)
  - Pay Calculation Results for a Period report updated to have the column Distribution Percent (%) calculated to another decimal point (.001) to more accurately reflect the costing allocation % presented in the user interface
  - New Report – Costing Allocations for Position Restriction is now available; it is a copy of the Workday Standard All Position Restrictions Costing Allocations report, but contains prompts for Company, Position , Pay Group, and Worker and has an indicator if the position is filled or open; this report has been added to the Commonly Utilized Report List
- Staffing (HR Contact, Manager)
  - Numerical hierarchy added to management level display name to support usage in designating performance appraisal templates and other functionality that can be based on management levels; numerical values are 1 through 7 and is displayed such as "Manager (6)"
  - Business Processes updated (remove Action steps and add To Do steps) for reimplementation of Guardian I-9; all members will use Guardian for processing Form I-9 and E-Verify on new hires, transferring employees and employees with dual employment; the Complete Form I-9 and Amend Form I-9 business processes in Workday will still be available for employees with original Form I-9 completed in Workday
  - Security role change for Review Termination – when an employee initiates Submit Resignation, the Revise Employee Termination step will route to the HR Contact, instead of HR Partner
- Time Tracking (Employee, Timekeeper, Manager)
  - "Onboarding Incomplete" time tracking warning updated so it will only trigger for employees hired after January 1, 2018; many hourly employees converted into Workday are missing emergency contacts so this validation is triggering on their timesheet

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Underpayment / Overpayment / No Payment Pay Results

Payroll Services continues to receive calls and emails each payday with departments reporting underpayments, overpayments or no payments. The issues are being identified on payday or later. Most issues could have been identified by departments prior to paycalc deadlines. It is imperative that all departments generate and review the **Pay Calculation Results for a Period report** every biweekly and monthly payroll. These reports are the Workday equivalent of former BVD and TimeTraq reports; they should be reviewed to ensure employees will receive their expected salary / hours, one-time payment request, recurring payments and/or allowances. This is also an opportunity to make sure new hires since the last payroll will receive pay. Initiation of a business process is not assurance that expected pay results are populating as part of the employees paycheck. <u>If an error or omission is identified before paycalc deadlines, payroll services staff can work with you and try to correct, as long as business processes are fully completed.</u>

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Time Sheet Awaiting Action Reports

When running the Business Process Transactions of Type Awaiting Action report or the Time Entered but Not Submitted report, and the same employees appear each time, further action should be taken. Please review to see if the employee has already been paid for the time in question either through Workday or by payroll services manual entry. Note that there is not a way to make changes on a time sheet for a period that is closed (more than 3 prior pay periods back). Therefore hours cannot be deleted and the business process cannot be rescinded or cancelled. If you need assistance with a particular recurring employee on your report, please contact a member of your Payroll Processing team.

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Performance Management Goals in Workday

If supervisors and employees have yet to do so, as we are wrapping up the Merit process and about to start a new fiscal year, it is a good time to establish performance expectations and goals for the year. A broadcast communication will be sent later this month about entering Goals in Workday. In the meantime, while some have already started entering goals in Workday, similar to last year, supervisors and employees can document and save goals outside of Workday (e.g., in a Word, Excel, etc. document). Keep an eye out for a communication at the end of the month with instructions to enter performance goals in Workday.

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FY2019 Salary Memo Templates
HROE advises all departments/units to provide non-faculty employees with an individualized salary memo for the new fiscal year once pay rates are finalized and confirmed. Salary memo templates are now available online in the compensation Resources section of the following page: https://employees.tamu.edu/compensation/resources/. The memos are found at the first bulleted link on that page, titled FY19 Sample Salary Memos. With the exception of adding comments of appreciation, HROE advises departments/units against making changes to the language in these templates. Should you have questions, please contact HROE Classification and Compensation at hrcomp@tamu.edu or 979.845.4170 (TAMU) or hr-hsc@tamu.edu or 979.458.3051 (HSC).
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Recruiting / Hiring

1. *Initial Reviews:* Hiring Managers do not have the ability in Workday to move individuals forward to the Screen step if performing the initial review. The initial review should be done by the Recruiting Coordinator. Hiring Managers with a Recruiting Coordinator role will not be able to move candidates forward. Please contact HROE Recruitment if you need assistance.
2. *Offer before Background Check:* Before a Background Check can be done, Candidates in the Workday recruiting process should be moved to the Offer step, which will generate an offer letter. If you manually generate an offer letter outside of Workday, you will move the candidate to the Offer step, however you can "Skip this Task" using the gear icon and document in the comments that an offer has been approved and generated outside of Workday. Background Checks will not be performed without evidence of an offer being made.

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PATH Access Changing August 31, 2018
Now that we are on Workday, there will be limited access to PeopleAdmin PATH. Access to historical information in PATH will be available via SSO through August 31, 2018. After that time, send requests for historical PATH information to:

For TAMU:
PATH performance evaluations - HREvaluations@tamu.edu
PATH position management records hrcomp@tamu.edu
PATH applicant tracking records – jobs@tamu.edu

For TAMUG:
All PATH records – Mary Bentz, bentzm@tamug.edu or 409.741.4061

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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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Training Compliance Reports for August – As of August 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@tamus.edu

Summary

- The total number of past due assignments increased 9.6% from 2017 to 2210.
- The total number of past due employees increased 2.7% from 994 to 1021.
- The total number of past due Faculty employees decreased 0.7% from 273 to 271.
- The total number of past due Budgeted Staff employees increased 5.9% from 153 to 162.
- The total number of past due Wage Staff employees decreased 4.2% from 288 to 276.
- The total number of past due Graduate Assistant employees increased 14.8% from 27 to 31.

- The total number of past due Student Worker employees increased 11.1% from 253 to 281.

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 – 97.7%
  - Ethics – 97.6%
  - Information Security Awareness – 96.2%
  - Orientation to the A&M System – 98.5%
  - Reporting Fraud, Waste and Abuse – 98.3%
  - Required Training for Athletics Task Workers – 84.2%

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WELLNESS WORKS!

Please share the following information with employees in your department.

FREE Financial Counseling On Campus

Presented by TIAA Financial Group

Tuesday, August 7 & Wednesday, May 8 | 8:30am – 4:30pm | GSC 1203

Both Lincoln Financial and TIAA offer Texas A&M employees FREE one-on-one consulting meetings with their financial/retirement advisors in the HROE offices in the General Services Complex, Suite 1201. Let these professionals help you learn how to take control of your financial health!

RSVP for your meeting:

- RSVP with a Lincoln Financial Consultant
- RSVP with a TIAA Financial Consultant

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Talk with the Doc!

Presented by Dr. Patricia Sulak & Dr. Jeffrey Waxman

Wednesday, August 15 | 11:30 am – 1:30 pm | 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 learn more about the session topics and register to attend the live event. 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 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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Division of Human Resources
& Organizational Effectiveness

Questions? 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

View the
HR Liaison Network News Archive Online