



HR LIAISON NETWORK NEWS

December 10, 2018 | Share the following information within your departments as appropriate.

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

[Heads Up: Onboarding Tasks Canceled](#)

[HROE Staff Out of Office December 13 from 3pm to 5pm](#)

[Online Course Title Change](#)

[Deadline to enroll in Texas A&M Graduate Benefits](#)

[Workday Training Changes and Update](#)

PAYROLL

[Upcoming Payroll Deadlines & Estimated Hours](#)

[Payroll Services Staff Out of Office December 13 from 11am to 3pm](#)

[January 2, 2019 Monthly Payroll Checks](#)

WELLNESS WORKS!

[Wellness Happenings for December](#)

PAYROLL REMINDERS

December 11:

- Monthly **RETRO** Business Process Approvals due at 5pm

December 12:

- Monthly Pay Calculations Results Report Available at 12pm
- #19-08 **RETRO** Timesheets & Workday Retro BP Approvals due at 5pm

December 13:

- Monthly Pay Calculation Results Report Refreshed at 10am

December 14:

- Monthly Pay Calculation Results Report Refreshed at 10am
- Monthly Lump Sum Payouts & Supplements due at 11am
- #19-08 Current Timesheets, Workday BP Approvals, Lump Sum Payouts & Supplements due at 11am
- #19-08 Pay Calculation Results Report Available at 12pm

December 17:

- Monthly Pay Calculations Results Report Refreshed at 10am
- Current Monthly Workday BP Approvals Due at 5pm
- #19-08 Timesheets locked; only Timekeepers can update
- Run Timekeeper Reports
- #19-08 Pay Calculation Results Report Refreshed at 10am
- #19-09 **RETRO** Timesheets & Workday Retro BP Approvals due at 5pm

[Processing Schedules](#)

[Payroll Reports](#)

[Payroll Processing Calendar Key](#)

Heads Up: Onboarding Tasks Canceled

The Workday Services team began the process to cancel pending inbox items for the TO DO steps that were inactivated and removed from the Onboarding business process when the new version rolled out at the end of November. By canceling multiple TO DOs, the remaining pending steps will then trigger.

For terminated employees, they have begun the process to cancel further pending items. Due to the large number of Onboarding business process events that were in progress, awaiting action on either the employee or another role, it is taking time to get through the entire process.

If the employee is active, the work under the previous Onboarding process remains intact and action should be taken to complete the business process.

[Top](#)

HROE Staff Out of Office on Thursday, December 13 from 3pm to 5pm

All staff in the Division of Human Resources and Organizational Effectiveness (HROE) will be out of the office on Thursday, December 13 from 3pm to 5pm. 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 December 13, 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, December 14.

[Top](#)

Online Course Title Change - #11009: HIPAA for Benefits Partners and HR Users

The course title for TrainTraq course #11009: *HIPAA-Benefits Partners and Workday Partners* has been changed to *HIPAA for Benefits Partners and HR Users*. The course content remains the same. Employee transcripts and assignments in TrainTraq will be updated with the new course title. However, you may have employees who received an assignment notification from TrainTraq before the title change, and they may contact you to verify they have the correct course. Completing the course with the updated title will still mark their assignment complete. Please contact Professional Development at PDinfo@tamu.edu or 979-845-4153 if you have any questions.

[Top](#)

Deadline of December 20, 2018 to enroll in Texas A&M Graduate Benefits

Students who want to discontinue their Student Health Insurance Plan (SHIP) and enroll in Texas A&M Graduate benefits must do so on or before **December 20, 2018**. HR Liaisons should compile a list of these students including their UINs, email addresses and contact numbers. Then, send this list to their Benefit Services Representative for further handling.

[Top](#)

Workday Training Changes and Update – Week of December 6

Workday Training changes have been posted online. This week's updates include updates to Absence Management, Benefits, Performance and Goals, and Staffing. Training changes include Updated Job Aids regarding Performance Reviews and Academic Pay Periods. Full details about these updates are found on the [Workday Weekly Updates webpage](#).

[Top](#)

PAYROLL

Upcoming Payroll Deadlines & Estimated Hours

Payroll Services will be processing the 1.02.2019 monthly pay and the 12.21.2018 and 1.04.2019 biweekly pays before the Winter Break. There are numerous days ahead with multiple payroll deadlines. Please see the partial list under "Payroll Reminders" at the top of this newsletter; refer to the [calendar](#) on our website for the full schedule. Note that timesheets and business processes approved after deadlines will pay on the employees next regularly scheduled payday, starting with the 1.18.2019 biweekly payday. Benefit-eligible biweekly paid employees without sufficient accrued time should not be allowed to estimate time; students, GANTS, and temp/casual employees should never estimate time. Missed hours & timesheet corrections can be added to a timesheet up to three prior pay periods back and resubmitted to the manager to approval and payment at a later date. Please notify your employees, managers and timekeepers of the earlier deadlines and plan accordingly.

[Top](#)

Payroll Services Staff Out of Office on Thursday, December 13 from 11am to 3pm

Payroll Services staff will be out of the office on Thursday, December 13 for our annual Holiday Lunch. 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 after 3pm on Thursday, or as soon as possible on Friday. If you have an urgent matter and/or need immediate assistance on December 13 during this time, please call 979.845.2711 and leave a message.

[Top](#)

January 2, 2019 Monthly Payroll Checks

The January 2, 2019 monthly payroll checks will be available to pick-up at Payroll Services (Suite 1201 in the General Services Complex) beginning at 8am on Tuesday, January 2, 2019. Please notify Nicki Cooks at ncooks@tamu.edu with the name of the employee that will be picking up the checks. This employee will need to present a picture ID.

[Top](#)

WELLNESS WORKS!

Please share the following information with employees in your department.

Wellness Happenings for December

Check out the *WELLNESS WORKS!* monthly newsletter [here!](#) This newsletter includes a variety of wellness topics and event registration information including:

- NEW Physical Activity Guidelines
- 2018 – 2019 Winter Interim Fitness Session [Schedule](#)
- Deer Oaks EAP Employee Enhancement Newsletter
- Maximize Your Dollars – Fitbit Storefront Discount & Well onTarget Blue Points
- 2018 Employee Health and Wellness Fair [Survey](#)
- FREE Financial Counseling on Campus – Dec. 11 & 12

[Top](#)

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

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
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