



# HR LIAISON NETWORK NEWS

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## PAYROLL REMINDERS

December 11:

- PPRs available online
- Biweekly EPAs due at noon

December 14:

- **FINAL** Biweekly EPAs due at noon

December 15:

- Supplements for actions through December 22 due at noon
- Uploads due at 1pm
- TimeTraQ due at 4pm

December 17:

- Workday Go Live – biweekly paid employees start entering hours worked in Workday

December 19:

- PPRs print

December 20:

- Workday HR/payroll actions affecting payroll due at 5pm
- PPRs available online
- Biweekly PVDs available online

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## HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

### **Deadline to Complete LeaveTraQ Transactions by 5 p.m. December 13, 2017**

In preparation for Workday, LeaveTraQ will be shut down at 5:00 p.m. on December 13 (will be available as read-only) and all incomplete or unapproved leave requests in LeaveTraQ will be cancelled. Please ensure that all leave requests in LeaveTraQ have been **fully approved** prior to December 13 or hold for entry into Workday on December 17.

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## Job Postings

- **Wednesday, December 13** – Last day to submit a position to be posted during the Workday soft launch; please submit your position by 4pm (see **Job Postings During Soft Launch** below for more information).

- **Monday, December 18** – First business day Workday is open for job requisitions to be submitted. HR Liaisons and Managers can access requisition/applicant data in Workday.

*PATH Info:* Please be aware that PATH is **not** going away (immediately, that is). All positions previously posted in PATH that are still active are available and can still be accessed through SSO as before.

*Job Postings During Soft Launch:* If a position needs to be posted during the Workday soft launch period (12/6 – 12/15), please use the same process currently used in PATH. All positions need to be submitted by 4pm on Wednesday, December 13. Effective December 14, PATH postings will no longer be accepted and all job requisitions will need to be created in Workday.

For questions related to PATH postings, contact Rita Bowden at [rbowden@tamu.edu](mailto:rbowden@tamu.edu) or 979.862.1015. For questions related to HSC postings, contact Kim Johnson at [kimjohnson@tamu.edu](mailto:kimjohnson@tamu.edu) or 979.458.3051.

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### **Leave Related to Early Release**

As announced December 8, President Young has authorized an early release for Friday, December 22 starting at noon. More information for Department Leave Administrators (Absence Partners in Workday) will be provided in next week's HR Liaison Network News to help update time off records in Workday as applicable due to the early release. For more information on early release, please visit [employees.tamu.edu/benefits/leave/holidays/special/](http://employees.tamu.edu/benefits/leave/holidays/special/) on the HROE website.

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### **Workday Trainings in TrainTraq**

A number of departmental processors/liaisons have submitted requests to HROE asking that all of their employees (faculty, student, and staff) in their units be assigned the two basic Workday training courses in TrainTraq (*GA020 Navigating Workday* and *GA010 TAMUS Workday Core Concepts*). In anticipation of additional requests from other units and to better prepare our employees for Workday Go Live, Dr. Abercrombie has requested that all employees be assigned these two courses. These assignments will automatically be pushed out campus-wide sometime this week. Employees who have already completed these courses will not receive additional course assignments. Please encourage your employees to complete these courses prior to Go Live.

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### **Workday Resources for Go Live**

In addition to the *Job Aids* and *Crosswalks* available on [Workday Help](#), HR Liaisons have access to several resources on [workday.tamu.edu](http://workday.tamu.edu) under the *Using Workday* tab. Be sure to check out these **Tools for Go Live and Beyond**:

- Departmental Processors Day One Recommendations
- Workday Business Process
- Workday Conditional Routing
- Crosswalks Between Today's Tools and Workday
- Onboarding Steps
- Offboarding Steps
- Edit Other IDs, Custom IDs for TAMUS
- Annual Work/Disbursement Plan Period (annual term/appointment)

Remember, the [Texas A&M Workday Operations Team](#) is ready to help with the Workday transition. Email questions directly to [workday@tamu.edu](mailto:workday@tamu.edu) and someone will get back to you as quickly as possible.

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### **Flexible Spending Account Claims Submission Deadline Reminder**

Employees have until December 31, 2017 to file claims using any remaining balance from their FY2017 Healthcare Flexible Spending Account for eligible expenses that were incurred on or before November 15, 2017. Claims must be received at PayFlex by December 31 to be eligible for reimbursement. Options for filing a claim are included online at [www.payflex.com](http://www.payflex.com) through the express claim option or by printing a paper claim form available for download from their website and faxing or mailing directly to PayFlex. Unsure if there is an account balance? Log into the [PayFlex](#) website to check account history and balance information.

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## WORKDAY

Please share the following information with ALL employees, including student employees. Workday will replace many of the current Single Sign-On applications in DECEMBER 2017.



### Workday Open Forum – Wednesday, December 13

The last Workday Open Forum before Go Live will be held Wednesday, December 13 from 9:30-11:00am in Rudder 601. Visit [Workday @ Texas A&M](#) and expand Open Forums for further information, including registration (if attending in person), WebEx information and November's presentation slide deck.

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### Workday Mobile

Workday offers a free mobile app to allow employees access to information through a mobile device. The interface makes it easy to access tasks, real-time analytics and worker information right at your fingertips. To learn how to install Workday's mobile app and complete business process steps on mobile, visit [Workday Help](#) on your SSO menu, select *Use Workday* and then *All Job Aids* to find the *Using Mobile* job aid.

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### Are YOU Ready for Workday?

As a reminder, all employees – staff, faculty, student – will begin using Workday on Sunday, December 17. To prepare for the launch of Workday, all employees are encouraged to complete training in TrainTraq (**2113189: GA020 Navigating Workday / 2113188: GA010 TAMUS Workday Core Concepts**) and review the tools and resources available through [Workday Help](#) on the SSO menu and [workday.tamu.edu](#). If you have questions related to Workday, please email [workday@tamu.edu](mailto:workday@tamu.edu).

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## 6 Days until Workday Go Live!!!!

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## WELLNESS WORKS!

Please share the following information with employees in your department.

### Living WELL Aware at Texas A&M - Essential Element #12: Reflect, Rest, Rejuvenate, Rejoice

A special thank you to all who attended the "That's a Wrap! Celebration" presented by WELLNESS WORKS! last Friday, December 8. If you missed the celebration and unveiling of the 12<sup>th</sup> essential element to health and happiness, the December video for Living WELL Aware at Texas A&M is now available to you! Tune into this month's course, **Essential Element #12: Reflect, Rest, Rejuvenate, Rejoice** available via TrainTraq.

- Texas A&M University, Workstation M – [Watch it HERE!](#)
- Texas A&M Health Science Center, Workstation H – [Watch it HERE!](#)

To review past Essential Elements, check out our [online newsletter archive](#).

*\*Due to contractual provisions with Dr. Sulak, Living WELL Aware at Texas A&M is only available to faculty and staff of Texas A&M University (workstations M and H).*

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### Winter Interim Schedule

The FREE Winter Interim fitness sessions for Texas A&M University faculty and staff employees begin on Wednesday, December 6. Check out class times and locations [here!](#)

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## PAYROLL SERVICES

### Final Supplemental Payments

There remains one final biweekly period (December 3-16) with a pay day of December 22 that will be run in our current BPP payroll system. All extra work done through December 22<sup>d</sup> can be paid via supplemental this period. Payroll **must** receive your supplementals by noon on Friday, December 15 to meet this firm

deadline. Supplementals to process after these dates will need to be entered directly in Workday by your department using the Workday *Request One-Time Payment* business process.

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### **Emergency Check / Surprise Cash Award Requests Deadline**

Departments can still submit an emergency check request or the "Award to Faculty or Staff" form requesting a paper check for a surprise award up to a presentation or pay date of 12/15/2017. **The deadline for Payroll Services to receive the request is December 14 at noon.** Awards to process after these dates will need to be entered directly in Workday by your department using the Workday *Request One-Time Payment* business process. These payments will have a 2018 pay day. Workday has a retro process that will identify monthly employees hired after monthly pay calculation and will add the missed salary to their next monthly paycheck. The retro process also works for biweekly paid employees who submit / adjust hours for prior periods.

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### **IMPORTANT: Workday Timesheet Approval / Request for One-Time Payment (January 5, 2018 Pay Day)**

Due to early release for the TAMU Winter Break the deadline for timesheets to be approved in Workday and departmental entry of Request for One-Payment has been moved up as follows:

December 22:

- Request for One-Time Payment entry due at noon
- Timesheet Approvals due at noon

Please make sure a manager or their delegate will be available to approve timesheets for their employees and Supervisory Organizations before they leave for Winter Break. If not, the Timekeeper can approve and move the timesheets along to Payroll Services.

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### **January 2018 Monthly Pay Date**

*Please share this information with employees in your department.*

Due to the TAMU Winter Break and the Federal Reserve Banking Holiday, Monthly payday has been moved to Tuesday, January 2, 2018.

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### **January 2, 2018 Monthly Checks**

All departments that usually receive their monthly payroll checks in the mail will need to pick up their check bags at Payroll Services in Suite 1201 of the GSC on Tuesday January 2, 2018. Payroll Services will be open for this pickup beginning at 7:00 a.m. and be open all day until 5:00 p.m.

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### **State Income Tax and Workday**

Today, the current payroll system does not automatically consider an employee's address for the purpose of state income tax eligibility. The transition to Workday brings a change on how state income tax eligibility will be determined. Workday will **automatically** base state income tax eligibility on either your primary address or work address. In transition, the employee's current **mailing address** in HRConnect will be set as their primary mailing address in Workday. Their current home/residence address in HRConnect will be set as a second address in Workday.

#### **What does this mean for the employee?**

- Those with an out-of-state **home/residence address** listed in HRConnect and have state income tax deducted for that address will not have SIT deducted in Workday.
- Those with an out-of-state **mailing address** listed HRConnect and are not having state income tax deducted for that state, will begin to have SIT deducted in Workday.

#### **What do you need to do?**

- Have employees properly update their state income tax election in Workday between **December 18 and December 20, 2017** to be effective on their first paycheck in January 2018. Employees should update their addresses as follows:
  - Enter the out-of-state address needed for the state income tax deduction as their Primary Address and set the usage to residence.
  - Enter the address where they want their mail sent to as one of the additional addresses and set the usage to mailing.

- If **no changes are made** and withholding deductions are taken for the applicable state income tax, there is no way to recover those monies or obtain reimbursement other than through the regular, annual tax filing process with the state.

If you have any questions, please email [tax@tamu.edu](mailto:tax@tamu.edu).

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## TIP OF THE WEEK

### Deal with Holiday Stress

Tis the season...your Employee Assistance Program (EAP) can help you deal with holiday stress. Click [HERE](#) to learn more.

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Division of Human Resources  
& Organizational Effectiveness

**Questions?** [HRnetwork@tamu.edu](mailto: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](http://employees.tamu.edu/liaisons)

HR LIAISON  
NETWORK  
MEETINGS:

TBD