



# HR LIAISON NETWORK NEWS

December 17, 2018 | Share the following information within your departments as appropriate.

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## PAYROLL REMINDERS

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

December 18:

- Monthly Pay Calculations Results Report Refreshed at 10am

December 19:

- #19-09 Current Timesheets, Workday BP Approvals, Lump Sum Payouts & Supplements due at 11am
- #19-09 Pay Calculation Results Report Available at 12pm

December 20:

- #19-09 Pay Calculation Results Report Refreshed at 10am
- #19-09 Timesheets locked; only Timekeepers can update
- Run Timekeeper Reports

December 21:

- Biweekly Pay Day (paper check pickup available until 12pm due to Early Release)

January 2, 2019:

- Monthly Pay Day

January 4, 2019:

- Biweekly Pay Day

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## HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

### New Report Available to Timekeepers

The *Time Summary Review* report is now available to the Timekeeper security role. Timekeepers can select the appropriate Pay Group, Company, and Employee Type. Workday will return information for the employees that they are authorized to view.

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### Workday Errors Related to Compensation Business Processes

On Monday, December 17, Workday Services notified us of an error introduced in their weekly updates over the weekend. The error impacted multiple compensation business processes initiated Saturday morning through today. Workday Services has applied a fix and the issue is now resolved in production. If you receive one of the errors attached, please follow the attached instructions of clearing your cache.

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### 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.

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### Workday Training Changes and Update – Week of December 10

Workday Training changes have been posted online. This week's updates include updates to Payroll, Staffing and Time Tracking. Training changes include updated Job Aids regarding Performance Reviews and a new Job Aid for Converting to Employee from Contingent Worker. Full details about these updates are found on the [Workday Weekly Updates webpage](#).

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### FINAL LNN for 2018

This issue of the HR Liaison Network News will be the final one for 2018. The next issue will go out on Monday, January 7, 2019. We wish everyone a safe Winter Break and a Happy New Year!

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## PAYROLL

### December 21, 2018 Biweekly Pay Date

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

Due to early release on Friday, December 21, 2018 **individual payroll checks need to be picked up at Payroll Services by 12pm**. Payroll Services will close at 12pm on December 21 and reopen on Wednesday, January 2, 2019 at 8am due to the Winter Break.

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### 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](mailto: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.

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### Upcoming Payroll Deadlines & Estimated Hours

Payroll Services will be processing both the 1.02.2019 monthly pay and the 12.21.2018 and 1.04.2019 biweekly pays before we leave for our Winter Break. There are numerous days ahead with multiple payroll deadlines. 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.

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### **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

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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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