



HR LIAISON NETWORK NEWS

December 18, 2017 | Share the following information within your departments as appropriate.

PAYROLL SERVICES

[Process Changes with Workday Transition](#)

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

[Approval to Eliminate Budgeted Staff \(Non-Research\) Positions](#)

[Completing the Applicant Process](#)

[New Hires in Workday](#)

[Important Workday Reminders Regarding Titles, Reclassifications and More](#)

[Workday General Reminders](#)

[President's Meritorious Service Awards Program Ceremony, Monday, April 23, 2018](#)

WELLNESS WORKS!

[ALL Fitness Sessions CANCELED for Winter Break](#)

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

TIP OF THE WEEK

[More Workday Information to Come](#)

PAYROLL REMINDERS

December 20:

- [Workday HR/Payroll actions affecting 1/2/18 monthly payroll due at 5pm](#)
- Biweekly PVDs available online (pay period #18-08, 12/3-12/16)

December 22:

- Biweekly Pay Day (pay period #18-08, 12/3-12/16)
- [Workday HR/Payroll actions affecting 1/5/18 biweekly payroll due at noon](#)
- Request for One-Time Payment entry due at noon
- Timesheet approvals due at noon

[Processing Schedules](#)

[Payroll Reports](#)

PAYROLL SERVICES

Process Changes with Workday Transition

Please refer to the attached document for a list of process changes that will be different with the transition to Workday. This is a list of some of the changes that will impact the last biweekly Payroll in the old Payroll system and the first biweekly and month payroll in Workday. We will continue to send information as it is relevant to the Payrolls being processed. We will provide more detail processing procedures for these Payroll processes and other next year. Please send all your Payroll questions to payrollprocessing@tamu.edu.

[Top](#)

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

Approval to Eliminate Budgeted Staff (Non-Research) Positions

With the transition from BPP to Workday, there is no change in the **current approval requirements** to eliminate a budgeted staff position. In order to eliminate a budgeted staff position, approval is required by Joe Pettibon (academic departments) or Deborah Wright (non-academic departments). Please continue routing such requests for approval to eliminate budgeted staff positions as you do currently. Departments must be prepared to furnish approval documentation upon request.

In Workday, the closest action to eliminating a position is called "**Close Position**", a selection that can be made during the termination process. Please take note of the following important information:

1. In Workday, a position that is closed **cannot** be reactivated or reused (unlike eliminated PINs that can be reactivated in previous legacy systems).
2. Departments should **not** close positions in Workday when vacating them, unless they have obtained any applicable approvals from Joe Pettibon or Deborah Wright.
3. Departments will be required to provide approval documentation to HROE when they have selected to close a budgeted staff position in Workday.

[Top](#)

Completing the Applicant Process

All positions previously posted in PATH that are still active are available and can still be accessed through SSO as before. If you are making a hire from the applicant pool from a job posting in PATH, please continue to follow the same process as before (in PATH). All documents will still be uploaded using PATH for these hires and your Hiring Certificate will be sent once the process is completed. More information will be coming soon regarding the recruiting process using Workday. Stay tuned!

[Top](#)

New Hires in Workday

If you had a new employee start after November 20, then their hire information was input manually into Workday. Please review any new hires in your organization to ensure all their information is correct and complete. If you find errors in their information, please make changes as appropriate.

For questions related to PATH postings, contact Rita Bowden at rbowden@tamu.edu or 979.862.1015.

For questions related to HSC postings, contact Kim Johnson at kimjohnson@tamu.edu or 979.458.3051.

[Top](#)

Important Workday Reminders Regarding Titles, Reclassifications and More

The HROE team, including HSC HR staff, is working hard to process in-box items that require urgent attention, such as items that have an immediate payroll impact. Based on some of the initial activity we are seeing from users, please take note of the following information and reminders.

1. HR Liaisons (HR Contacts in Workday) should be the primary initiators of actions that you previously initiated in PATH. If the Manager initiates a change for an employee, the routing will not proceed in the preferred manner and will come straight to HR without the departmental HR contact's review.
2. Please use the detailed guidance found at <https://employees.tamu.edu/compensation/job-changes/> and <https://employees.tamu.edu/compensation/compensation-changes/request-compensation-change/> to make sure you are using the appropriate business process in Workday for the change you are trying to submit.
3. To change an employee's (ANY employee) payroll title, **DO NOT USE** the **Change Title** business process. The **Change Title** business process is NOT USED to implement a reclassification in workday. The Change Title process only changes the employee's working/business title, and it will route to HR Partner regardless of employee type. If the intention is just to change working title, this is the correct process to use, but are being prioritized for review **after** other actions that impact pay.
4. For students, to change the payroll title, use the **Change Job** business process and make sure the correct Job Profile is selected.
5. **Change Job** should also be used for graduating students being kept on as a Program Aide. Please note that you must create the Program Aide position when utilizing Change Job to transfer someone into a temporary/casual position (formerly referred to as wage positions in prior systems).
6. For any other employee type, the department must complete the **Edit Position Restrictions** process followed by the **Change Job** process in order to change the official title and/or salary of an employee.

[Top](#)

Workday General Reminders

- All Workday related questions for Texas A&M and the Health Science Center need to be submitted to workday@tamu.edu; the TAMU Workday Operations Team will research and respond as quickly as possible.
- HR Liaisons can check to see what roles they have by typing "my supporting roles" in the Workday search box. If you need to add/delete security roles, please email workday@tamu.edu and copy your department/unit head. Please include your name, UIN, security role changes, and organization (ADLOC) for which the role is needed. Then, have your department head "reply to all" approving your request for changes to your security roles. A formal process including an updated HR Liaison Designation Form for new HR Liaisons, changes to access, and deletions will be forthcoming.

[Top](#)

President's Meritorious Service Awards Program Ceremony, Monday, April 23, 2018

The 31st annual President's Meritorious Service Awards Program ceremony is scheduled for April 23, 2018. The program was moved to coincide with Staff Appreciation Week which will be held April 23-28. The nomination period has been moved to January and will run from January 2 through January 24. This year, no "nomination letter" is required. The nomination form serves as a replacement for that letter. Nominators can upload the completed form along with a maximum of two letters of support. The support letters must be 1-page (can be double-sided), 11pt minimum font size. Letters can be a summary of blurbs or quotes signed by multiple supporters. Additional information about the program, including the form and 'how to submit' will be announced on January 2, or check back to our website at employees.tamu.edu/pmsa for updates. Questions concerning these awards may be directed to EmplRecognition@tamu.edu or (979) 845-6287.

[Top](#)

Workday has launched!!!!

WELLNESS WORKS!

Please share the following information with employees in your department.

ALL Fitness Sessions CANCELED for Winter Break

All *WELLNESS WORKS!* fitness classes are canceled from Thursday, December 21 through Monday, January 1. All classes will resume on Tuesday, January 2. Check out class times and locations [here!](#)

[Top](#)

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 12th 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).*

[Top](#)

TIP OF THE WEEK

More Workday Information to Come

Stay tuned, HROE will continue to share important information and tips as needed. Please be sure to visit both workday.tamu.edu and [Workday Help](#) for helpful resources.

[Top](#)



Division of Human Resources
& Organizational Effectiveness

Questions? 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/liasons

HR LIAISON
NETWORK
MEETINGS:

TBD

