



# HR LIAISON NETWORK NEWS

December 3, 2018 | Share the following information within your departments as appropriate.

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## PAYROLL REMINDERS

December 3:

- Monthly Pay Day
- #19-07 Current Timesheets, Workday BP Approvals, Lump Sum Payouts & Supplements due at 11am
- #19-07 Pay Calculation Results Report available at 12pm

December 4:

- #19-07 Timesheets locked; only Timekeepers can update
- Run Timekeeper Reports
- #19-07 Pay Calculation Results Report refreshed at 10am

December 7:

- Biweekly Pay Day

December 12:

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

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## HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

### Local Texas A&M Campuses Closed Thursday, December 6 for President Bush's Interment

The Bryan-College Station campuses of the university including the Health Science Center will be entirely closed Thursday, December 6 for the interment of George H.W. Bush, the 41<sup>st</sup> President of the United States. All non-essential personnel should avoid campus.

- President Bush will be laid to rest at Texas A&M University on the grounds of the George H.W. Bush Presidential Library Center. To see the funeral procession public viewing areas, visit [tx.ag/bushviewing](http://tx.ag/bushviewing).
- More at [honoring41.tamu.edu](http://honoring41.tamu.edu) and on the Official U.S. State Funeral Joint Force Headquarters [website](#).

We join the university community in sending heartfelt condolences to the Bush family.

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### 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.

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### **HR Liaison Training: Current Sections Full; Additional Sections Being Added**

Upon announcing the availability of courses for HR Liaison training, the available sections filled up quickly. Additional sections will be added to TrainTraq soon and announced in a future edition of the HR Liaison Network News when available for registration. We are also working on training options for HR Liaisons at our remote locations. Please stay tuned, we are excited to accommodate the training needs of our HR Liaisons and get courses available as quickly and efficiently as possible.

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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. 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 Fall 2019. Please see the planned course offerings at: <http://training.tamu.edu/schedule>. Keep an eye out early next year for more information on the design and plan to transform competency development!

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### **New Onboarding Business Process Feedback**

Congratulations to Texas A&M Athletics for being the second user of the newly redesigned Onboarding business process in Workday within The Texas A&M University System! According to the HR Liaison that interacted with the new hire, it definitely made the process more efficient and fast paced. Thank you for sharing your feedback!

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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 November 29**

Workday Training changes have been posted online. This week's updates include updates to Absence Management, Compensation, Payroll, Staffing, and Time Tracking. Training changes include Updated Job Aids regarding Onboarding. Full details about these updates are found on the [Workday Weekly Updates webpage](#).

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### **Training Compliance Reports for December – As of December 1, 2018**

Attached is the monthly Required Employee Training Assignments Report for System-required employee training. Please check TrainTraq for pending assignments for your department's employees. If you have questions, please contact [pdinfo@tamu.edu](mailto:pdinfo@tamu.edu).

#### *Summary*

- The total number of past due assignments decreased 4.5% from 2200 to 2102.
- The total number of past due employees increased 0.8% from 994 to 1002.
- The total number of past due Faculty employees increased 20.0% from 245 to 294.
- The total number of past due Budgeted Staff employees increased 19.4% from 155 to 185.
- The total number of past due Wage Staff employees increased 3.8% from 183 to 190.
- The total number of past due Graduate Assistant employees decreased 20.0% from 80 to 64.
- The total number of past due Student Worker employees decreased 18.7% from 331 to 269.

#### *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 – 97.7%
  - Information Security Awareness – 96.5%
  - Orientation to the A&M System – 98.7%
  - Reporting Fraud, Waste and Abuse – 98.4%
  - Required Training for Athletics Task Workers – 89.6%

## **PAYROLL**

### **Updates to December Calendar**

Due to the December holiday break, deadlines have been changed to accommodate and allow enough processing time. Please refer to the attached copy of the December calendar to see the updates. The calendar will soon be available on the Payroll Services website.

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### **December 7, 2018 Biweekly Checks**

Due to the Campus closure on December 6, 2018 all departments that usually receive their Monthly payroll checks in the mail will need to pick up their payroll envelopes at the Payroll Services Office in Suite 1201 of the GSC on Friday, December 7, 2018. The Payroll Services will be open for this pickup beginning at 8am and be open all day until 5 pm

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### **\* NEW \* Payroll Services FAQ's**

Payroll Services [FAQ's](#) are now available on the following topics – General, Supervisor Organizations, Payment Elections (Direct Deposit), and Save for Summer. Please reference these answers before contacting our office. Additional FAQ's will be added soon.

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### **FMO/FAMIS: Salary Accounts, Default Account and PCTs**

See the attached document for explanations for why your salary expenses are posting to the default account and **tips** on preventing your salary/benefit expenses posting to the default account. Any expense posted to the default account requires a Payroll Cost Transfer (PCT) to be processed to correct the account. The document includes tips on cost allocation entries in Workday.

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## **WELLNESS WORKS!**

*Please share the following information with employees in your department.*

### **2018 – 2019 Winter Interim Fitness Session Schedule**

The Winter Interim Fitness Session schedule for Texas A&M University faculty and staff employees will occur December 7 through January 11. Check out class times and locations [here!](#) Stay tuned for the full 2019 Spring fitness schedule beginning January 14.

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### **On-campus Employee Fitness Sessions Cancelled on Thursday, December 6**

**WELLNESS WORKS!** on-campus fitness sessions will be **cancelled** on Thursday, December 6 on the day of interment of George H. W. Bush, the 41<sup>st</sup> President of the United States. We apologize for the inconvenience and appreciate your understanding.

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### **FREE Financial Counseling on Campus**

Both Lincoln Financial and TIAA offer Texas A&M employees one-on-one consultations with their financial/retirement advisors (at no cost) in the HROE Office located in Suite 1201 of the [General Services Complex](#). Let these professionals help you learn how to take control of your financial well-being! RSVP for your meeting:

- Presented by Lincoln Financial Group  
**Wednesday, December 5 | 9:30am – 1:30pm | General Services Complex 1203**  
[RSVP with a Lincoln Financial Consultant](#)
- Presented by TIAA Financial Group  
**Tuesday, December 11 & Wednesday, December 12 | 8:30am – 4:30pm | General Services Complex 1203**  
[RSVP with a TIAA Financial Consultant](#)

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**Fitbit Corporate Wellness Program – Special Holiday Storefront open through December 31, 2018**

*WELLNESS WORKS!* is excited to announce that our wellness partner, Fitbit™, is offering a special, limited time promotion on select trackers and smartwatches! Through this offer, benefits-eligible faculty and staff are eligible to purchase up to 3 select Fitbit devices at our preferred discounted price through December 31, 2018!

- [Fitbit Special Holiday Store HERE](#)
- Enter your personal PROMO code (your Employee UIN)

Learn more at [wellnessworks.tamu.edu/physical/Fitbit](http://wellnessworks.tamu.edu/physical/Fitbit).

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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/liaisons](http://employees.tamu.edu/liaisons)

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