



HR LIAISON NETWORK NEWS

December 4, 2017 | Share the following information within your departments as appropriate.

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

[Position Description Actions](#)

[Job Postings Cutover Dates for Workday](#)

[2017-2018 Performance Evaluation Competencies and Ratings](#)

[Training Compliance Reports for December](#)

[Deer Oaks EAP Employee Enhancement Newsletter](#)

[Pre-Retirement Counseling Workshops](#)

[Continued Short-Term Use of Guardian Form I-9 Electronic System](#)

[– TAMU M PINs Only](#)

WORKDAY

[Get Ready for Workday Go Live](#)

[Are YOU Ready for Workday?](#)

WELLNESS WORKS!

[That's a Wrap! Celebration for Living Well Aware](#)

[Winter Interim Schedule](#)

PAYROLL SERVICES

[Payroll Tax Information](#)

[Final Supplemental Payments](#)

ANNOUNCEMENTS

[Work Study Updates](#)

TIP OF THE WEEK

[Holiday Pay Eligibility](#)

PAYROLL REMINDERS

December 4:

- Supplements due at noon
- Uploads due at 1pm
- TimeTraQ due at 4pm

December 7:

- Biweekly PVDs available online

December 8:

- Biweekly Pay Day
- PPRs print

December 11:

- PPRs available online
- Biweekly EPAs due at noon

[Processing Schedules](#)

[Payroll Reports](#)

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

Position Description Actions

Due to the coming Workday launch, Texas A&M departmental PATH users are instructed not to create, route, or submit any Position Description actions in PATH to HROE. Instead, actions will be initiated in Workday after go live on December 17. Contact HROE Classification and Compensation at hrcomp@tamu.edu or 979.845.4170 if you have any questions or concerns.

[Top](#)

Job Postings Cutover Dates for Workday

Important dates related to the upcoming Workday launch:

- **Tuesday, December 5** – All PATH and HSC Jobs postings are placed on hold. Departments may complete their hiring selection from the applicants to their open positions in PATH or HSC Jobs.
- **Wednesday, December 6** – First day that job requisitions can be prepared and entered into Workday by TAMU and HSC HROE staff. Departments will not be able to view potential candidates in Workday during this period.
- **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, however the position will be posted in Workday.

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](#)

2017-2018 Performance Evaluation Competencies and Ratings

The evaluation competencies and ratings that will be used in Workday have been finalized. Please see [Performance Evaluation: Competencies and Ratings Overview](#) for a comparison of terms as well as a description and examples for each. For assistance with performance management questions, please contact the support team at HRPATHways@tamu.edu or 979.845.4153 or visit our website at <https://employees.tamu.edu/pd/pathways/>.

[Top](#)

Training Compliance Reports for December – As of December 1, 2017 (see Pat's 12/4/17 email for attachments)

Attached are the monthly compliance reports for System-required employee training: 1) Required Employee Training Assignments Report, and 2) Required Employee Training Departmental Progress Report. The latter report lists, by ADLOC/Departments (M Workstation), the completion and past due percentages on all five required courses.

Summary

- 82 (48%) of the 171 M Workstation ADLOCs have 100% of employees up-to-date or current on training assignments.
- The total number of past due assignments increased 10.1% from 1889 to 2079.
- The total number of past due employees increased 13.7% from 915 to 1040.
- The total number of past due Faculty employees increased 42.9% from 198 to 283.
- The total number of past due Budgeted Staff employees increased 16.5% from 158 to 184.
- The total number of past due Wage Staff employees decreased 1.8% from 273 to 268.
- The total number of past due Graduate Assistant employees increased 7.4% from 54 to 58.
- The total number of past due Student Worker employees increased 6.5% from 232 to 247.

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 – 97.9%
 - Ethics – 97.6%
 - Information Security Awareness – 96.3%
 - Orientation to the A&M System – 99.0%
 - Reporting Fraud, Waste and Abuse – 98.4%
 - Required Training for Athletics Task Workers – 87.8%

[Top](#)

Deer Oaks EAP Employee Enhancement Newsletter

The Deer Oaks EAP Employee Enhancement Newsletter is now posted on the HROE website at employees.tamu.edu/eap/deer-oaks-newsletter. The December edition includes the following topics:

- Online Seminar Reminder: Diversity in the Workplace: Maintaining an Inclusive Environment
- Warming Up to Your New Year's Resolutions
- Resolutions You Can Do
- Short Days, Long Nights, Bright News
- Focus on Financial Freedom Instead of Debt

[Top](#)

Pre-Retirement Counseling Workshops

Planning for retirement and choosing the right plan for you and your family can be overwhelming. There is a lot at stake and it is important that you understand all of your options, as well as the laws and regulations governing the distribution of your benefits once you leave Texas A&M University. Make plans to attend one of our pre-

retirement counseling workshops for the Teacher Retirement System (TRS) and Optional Retirement Program (ORP); registration is REQUIRED. Please visit employees.tamu.edu/benefits/retirement/workshops/ for more information and a complete schedule of events.

TRS Workshops ([REGISTER HERE](#)):

- Tuesday, December 5, 2017 from 2-4pm, General Services Complex, 101C
- Monday, December 18, 2017 from 9-11am, General Services Complex, 101B
- Tuesday, January 9, 2018 from 2-4pm, General Services Complex, 101C
- Thursday, January 18, 2018 from 9-11am, General Services Complex, 101C

ORP Sessions ([REGISTER HERE](#)):

- Thursday, December 7, 2017 from 9-11am, General Services Complex, Suite 1201, Room 1214
- Monday, December 11, 2017 from 2-4pm, General Services Complex, Suite 1201, Room 1214
- Wednesday, January 17, 2018 from 9-11am, General Services Complex, Suite 1201, Room 1214
- Thursday, January 25, 2018 from 2-4pm, General Services Complex, Suite 1201, Room 1214

[Top](#)

Continued Short-Term Use of Guardian Form I-9 Electronic System – TAMU M PINs Only

Departmental I-9 Processors should be aware that Texas A&M (TAMU) will continue utilizing the Guardian Electronic System for M PINs Form I-9 processing until spring 2018. The Form I-9 functions in Workday will **not** be used for M PINs at Workday go-live in December. This is due to the high volume of multi-system dual or transferring employees processed by Texas A&M. Workday is currently working on development of processes to handle this Form I-9 process electronically in the future. Although current M PIN users of Guardian will not change to Workday for Form I-9 in December, users should continue to attend training in preparation for Workday Form I-9 processing at a date to be determined in spring 2018. Contact us with any Form I-9 questions (Laura Ellis | lauraellis@tamu.edu | 979.845.7127 or Paul Castilleja | pcastilleja@tamu.edu | 979.845.7131).

[Top](#)

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.



Get Ready for Workday Go Live

December 17, 2017, The Texas A&M University System will Go Live with their Workday solution, replacing current payroll and human resource systems. Watch this short 3 minute [video](#) to hear why our members are excited about using Workday.

[Top](#)

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.

[Top](#)

13 Days until Workday Go Live!!!!

WELLNESS WORKS!

Please share the following information with employees in your department.

That's a Wrap! Celebration for Living Well Aware
Friday, December 8, 2017 | MSC Bethancourt Ballroom

A blue graphic consisting of two overlapping triangles pointing towards each other, forming a larger shape. The text 'WELLNESS WORKS!' is written in white, bold, sans-serif font across the top of the graphic.

WELLNESS WORKS!

Stressed about the upcoming holidays or the upcoming launch of Workday? Wait till you hear Drs. Sulak and Waxman's new presentations on reprogramming yourself for success, and the **KEYS to a Successful**

WELLNESS Journey. It's a Game Changer! Join us for our wellness event of the year, as we celebrate the culmination of our year-long program, **Living Well Aware at Texas A&M***!

PRIZES & FREE SWAG!

- Attendees will receive: a free *WELLNESS WORKS!* t-shirt, a copy of Dr. Sulak's new workbook, *My Journal to Living WELL Aware*, and a chance to win **great door prizes!**
 - **We are giving away 25 Fitbit Flex 2s in each session!**
- Attendees should wear: comfortable, loose fitting clothes and comfortable shoes. We'll be moving and getting active!
- Heavy appetizers will be served between sessions and of course, we can't have a party without cake!

REGISTRATION!

Morning Session, 8:30-11:30am [Register](#) OR **Afternoon Session, 12:30-3:30pm** [Register](#)

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

[Top](#)

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!](#)

[Top](#)

PAYROLL SERVICES

Payroll Tax Information

Please distribute to all employees in your department.

As a reminder, in December 2017, The Texas A&M University System is replacing its legacy mainframe payroll and human resource systems with a modern, user-friendly system called Workday. You are receiving this communication to make you aware of changes that may affect your paycheck in 2018. These changes may affect all A&M System employees.

What does this mean to you?

1. It is a new year, which means IRS tax tables update. This adjustment to the IRS tax tables occurs each year. This may result in a minor difference in your federal withholding amount.
2. The maximum taxable earnings for Social Security withholding for 2018 will increase to \$128,400. In addition, if you hit the maximum for Social Security withholdings in 2017, this will reset with the new year.
3. All supplemental wages will be subject to federal income tax at 25% per IRS regulations and all pre-taxable deductions will be proportionately distributed across both supplemental wage and regular taxable wages. This may result in a minor difference in your federal withholding amount.

If you have any questions, you may email tax@tamu.edu.

[Top](#)

Final Supplemental Payments

There remains one final biweekly period (December 3-16) with a payday of December 22nd that will be run in our current BPP payroll system. All extra work done through December 22nd can be paid via supplemental this period. Payroll **must** receive your supplementals by Noon on Friday, December 15th to meet our firm deadline. Supplementals to process after these dates will need to be entered directly in Workday by your department using the Workday Business Process of "Request One-Time Payment".

[Top](#)

ANNOUNCEMENTS

Work Study Updates

Sent on behalf of the Student Employment Office

Per government regulations, students may not earn work study funds past the last date of enrollment. Therefore, graduating students may not be paid from work study funds for hours worked after December 13, 2017. Please

note this does not affect work study students who are registered for the Spring 2018 term. They can continue to be paid from work study funds for time worked between semesters.

Starting on December 17, work study funds cannot be used to pay overtime. All overtime earnings incurred after this date will be paid with departmental funds only.

Please encourage your work study students to complete the two recommended Workday trainings for all employees. These courses are: 2113188: *GA010 TAMUS Workday Core Concepts* and 2113189: *GA020 Navigating Workday*.

Please see [Student Employment Changes, Updates, and Reminders](#) for more information. For questions related to Work Study, contact Paul Schafer at pschafer@tamu.edu or 979.458.5327.

[Top](#)

TIP OF THE WEEK

Holiday Pay Eligibility

Did you know that 15 minutes can make the difference between being eligible for holiday pay or not? It's true – with a little more explanation of course. An employee must work or be in a paid leave status for any portion of the day before a holiday and any portion of the day after a holiday to be eligible for holiday pay. A “portion” is defined as a minimum of 15 minutes. As the winter break holidays are upon us, now is a great time to remind employees of holiday leave and eligibility information at employees.tamu.edu/benefits/leave/holidays/.

[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/liaisons

HR LIAISON
NETWORK
MEETINGS:

TBD