



HR LIAISON NETWORK NEWS

February 11, 2019 | Share the following information within your departments as appropriate.

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

[HR Liaison Network Meeting on February 28](#)

[WebEx: Summer Appointments-Part 2](#)

[New Positions Will Change to Six Digit Format](#)

[HR Liaison Network News Archive](#)

[Two Factor Authentication Required For All Active Employees](#)

WELLNESS WORKS!

[Wellness Happenings for February](#)

PAYROLL REMINDERS

February 11:

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

February 12:

- #19-12 Timesheets locked; only Timekeepers can update
- Run Timekeeper Reports
- #19-12 Pay Calculation Results Report refreshed at 10am

February 13:

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

February 14:

- Monthly Pay Calculations Results Report available at 12pm

February 15:

- Biweekly Pay Day
- Monthly Pay Calculations Results Report refreshed at 10am

February 18:

- Monthly Pay Calculations Results Report refreshed at 10am
- Monthly Lump Sum Payouts & Supplements due at 11am

[Processing Schedules](#)

[Payroll Reports](#)

[Payroll Processing Calendar Key](#)

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

HR Liaison Network Meeting on February 28 – Registration Now Open in TrainTraq!

HROE would like to invite you to join us for our next HR Liaison Network Meeting to be held on Thursday, February 28, 2019, in the General Services Complex. Registration is available through TrainTraq. Please make plans to attend the morning or afternoon session based on your schedule. Topics will include employee assistance program through Deer Oaks, civil rights issues/mandatory reporting, the upcoming performance evaluation process, and more.

[Top](#)

WebEx: Summer Appointments-Part 2

The System Office will host a WebEx on Summer Appointments Part 2. The Part 2 session will review the best practices, answer questions from the first WebEx, and provide more details.

Thursday, February 14, 8:30am Central Time (WebEx details below).

- [WebEx: Summer Appointments-Part 2](#)
- Meeting Number (access code): 926 757 367
- Meeting Password: Xp4d3E5D
- Join from a Video System or Application: Dial 926757367@tamus.webex.com; You can also dial 173.243.2.68 and enter your meeting number.
- Join by Phone: 415.655.0003 US TOLL

[Top](#)

New Positions Will Change to Six Digit Format

On **February 14, 2019**, the Workday Position ID number for NEW positions will change to a six digit format to avoid conflicting with the numbering system used for legacy PINs.

Applications Impacted:

Canopy
Enterprise Data Warehouse
FAMIS
Single Sign On
Time & Effort
TrainTraq
Workday

Today

In Workday, the Position ID is P-XXXXXX (5 digits) which converts in impacted applications to:

- MXXXXXX (letter and 5 digits) for budgeted positions, or
- MXXXXXXXXXX (letter and 9 digits) for wage positions
- where M is the member workstation letter

Beginning February 14

The Workday Position ID P-XXXXXX (6 digits) for **new positions** will change in impacted applications to MXXXXXX (letter and 6 digits) for **both budgeted and wage positions**, where M represents the member workstation letter.

[Top](#)

HR Liaison Network News Archive

Have you ever missed a weekly edition of the HR Liaison Network News or remembered seeing something and need to recall the details? No worries...we've got you covered! Simply visit the [HR Liaison Network News Archive](#) online. Thanks to your feedback, we have made some updates to the archive to make it more user-friendly and searchable.

Keyword/Topic Search:

Press Ctrl + F (Windows) or ⌘ Command + F (Mac)

Type the word that you want to find in the LNN archives below. Your browser will find the matches.

Remember, the information in the weekly HR Liaison Network News is made available to help you in your HR Liaison role, which includes sharing information that is relevant to all employees.

[Top](#)

Two Factor Authentication Required For All Active Employees

SSO will require two factor authentication (2FA) for all active employee logins beginning **May 15, 2019**. This change helps make SSO more secure, safeguarding information in Workday, Canopy, HRConnect, Business Objects, and other applications.

We will begin notifying [anyone receiving a paycheck, those on leave or her on a fellowship, military leave dependents, vendors and visitors](#) of this requirement with instructions on how to sign up for 2FA on **February, 18, 2019**. Follow-up communications will be sent to those who have not signed up for 2FA on:

- March 18
- April 15
- May 8

On March 25, 2019 an email communication and printable letter will be sent to your Human Resource Officer and Benefits and Retiree Partners for distribution to retirees and surviving dependents. They may opt-in for 2FA but are not required to use it.

We appreciate your support to help employees sign up for 2FA. Please contact the Office of Information Technology at TAMUS-OIT@tamus.edu if you have any questions.

[Top](#)

WELLNESS WORKS!

Please share the following information with employees in your department.

Wellness Happenings for February

Check out the *WELLNESS WORKS!* monthly newsletter [here!](#) This newsletter includes a variety of wellness topics and event registration information including:



News/Announcements:

- Show Your Heart Some Love by sneaking in healthy [physical activity during a sedentary workday](#)
- [Deer Oaks EAP](#) Employee Enhancement [Newsletter](#)
- New A&M Care Plan [Wellness Premium Incentive](#) Requirements

Upcoming Events:

- Walk Across Texas! – Form Your Team [NOW!](#)
- Your Retirement Plan at Work – Lunch & Learn
 - Register for this presentation on [TrainTrag](#) by Wednesday, February 13.
- FREE Financial Counseling on Campus
 - **Presented by VALIC Financial - [RSVP](#)**
 - Tuesday, February 26 | 8:30 am – 11:30 am | MSC L524
- Making Moves with Diabetes – [FREE 8-hour class](#)
- On-campus Wellness Exams with Catapult Health - [Register here!](#)

[Top](#)



Division of Human Resources
& Organizational Effectiveness

Questions? HRnetwork@tamus.edu | 979.862.3191 | 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

View the
[HR Liaison Network
News Archive Online](#)