



HR LIAISON NETWORK NEWS

February 12, 2018 | Share the following information within your departments as appropriate.

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PAYROLL REMINDERS

February 12:

- Timesheets, Lump Sum and/or FLSA Payout Supplementals and Workday business processes *affecting 02/16/18 biweekly payroll* are due and/or must be completed by 11am (*NEW earlier deadline*)
- Pay Calculation Result Report available at noon

February 13:

- Approvals to monthly business processes affecting prior payroll due at 5pm

February 15:

- Monthly Pay Calculations Result Report available at noon

February 16:

- Biweekly Pay Day

February 21:

- Manager or Timekeeper approval of timesheet corrections for prior periods due by 5pm (*Retro Corrections*)

[Processing Schedules](#)
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HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS / PAYROLL SERVICES

Workday Open Forum – Wednesday, February 21

Please share with all employees within your department(s).

The Workday Open Forum is scheduled for Wednesday, February 21, 10:00 – 11:30 am at the General Services Complex, 101A. Visit [Workday @ Texas A&M](#) and expand Open Forums for further information, including registration (if attending in person), WebEx information and January’s presentation slide deck.

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Save the Date: Supervisory Organizations Deep Dive WebEx (Monday, February 26 | 3:00-4:30 pm)

The Workday Services team will be hosting a special WebEx for anyone who is interested in learning more about Supervisory Organizations in Workday as well as Manager and Organizational Hierarchy, which are foundational to the core HR functionality of Workday. During this Deep Dive, the Workday Services team will provide an overview of all-things-organization for HR Contact, Payroll Partners and other security roles who support staffing, compensation and other business process events. WebEx information will be shared with you as soon as it becomes available.

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Job Postings in Legacy PATH System

If your department is currently working on job postings from the legacy PATH system, please be aware that those positions will need to be **filled or canceled by Friday, March 30**. All remaining positions on hold in PATH will be canceled and the applicants dispositioned on the close of business March 30.

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Workday Weekly Maintenance

Workday has a weekly maintenance window from **6pm Friday to 6am Saturday** and will be unavailable during this period. Business processes such as enter time / approve timesheets cannot be performed while Workday is offline; please plan accordingly.

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Payroll Processing Calendars

The [February 2018 Payroll Processing Calendar](#) is now available on the Payroll Services website.

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Performance Management

Information about the performance management process for the 2017-2018 performance review period will be coming soon. In the meantime, if supervisors would like to access evaluations from previous years in PATH, access PATH through SSO and perform the following steps:

1. Click on "Go To Performance Management module"
2. Click on "My Employees' Reviews" on the left navigation pane
3. Click on the "Advanced" button, located on the right side of the screen
4. Select "Closed" from the Program Status dropdown, located on the right side of the screen
5. Scroll through the list, locate the appropriate evaluation period, and click on the employee's last name
6. Click on the "Supervisor Evaluation" link on the left navigation pane
7. Click on the blue "Actions" button if you would like to print

For assistance with performance management questions, please contact the support team at HRPATHways@tamu.edu or (979) 845-4153.

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New Report Available in Workday

There is a new report available in Workday called *Employee Position Description* that will provide position details on all positions for an employee.

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Duplicate Worker Records

If a duplicate worker record is hired, do not terminate; rather send in a support request to workday@tamu.edu to rescind the business process.

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Reassigning Tasks in Workday

When you reassign a task, the task does not immediately move to the new person because *Reassign Task* routes to the Business Process Administrator (System Office) to approve the reassignment. Note that the reassigned task will remain in your inbox and any other individuals assigned the same security role until action is taken. Please try to use delegation and avoid using reassignment for actions that you take on a regular basis.

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New Dual Employment Process

In the interest of reducing paper forms and signatures, Classification and Compensation has created a new procedure for Dual Employment scenarios. [Our website](#) has been updated to provide more information when using Workday to process an "[Add Additional Job](#)" business process, and we have created a [Comment Template](#) for departments to use to ensure we have all the information we need to analyze dual employment for potential

overtime issues. We have also provided a [visual example](#) of how Workday automatically calculates overtime for employees with multiple positions eligible for combined overtime hours. Please note that the use of these new resources does not replace the need for conversation between departments when hiring an employee for an additional job, and Classification and Compensation will still need to communicate with all eligible departments where overtime is concerned.

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Workday Ticketing System

As mentioned in last week's special network news message, the workday@tamu.edu mailbox has transitioned to a ticketing system to help improve management and response time of Workday inquiries. As a reminder, send all Workday related inquiries to workday@tamu.edu only. Please do not email or copy other shared mailboxes or HROE / Payroll Services staff as this may delay a response.

IMPORTANT: Encumbrance inquiries should be directed to FAMIShelp@tamus.edu and NOT workday@tamu.edu.

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Supplemental Tax Rate

With recent implementation of the 2018 Tax Tables in Workday, FIT taxes for supplemental payments have been reduced from 25% to 22%.

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Move to New Manager Process

When you initiate a "Move to New Manager" Business Process in Workday please add extra details in your comments section including who the new manager will be, the supervisory org (department) name moving into and the department (adloc) number. This will help during the review and approval process.

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Payment Election Errors

Numerous employees are receiving paper checks instead of direct deposit. This is happening for two reasons:

- 1) employee skipped the *Direct Deposit Declaration* inbox item during the onboarding process or
- 2) employee answered the question as "Yes".

As a U.S. entity, Texas A&M University is obligated to comply with the requirements of the United States Department of Treasury Office of Foreign Assets Control (OFAC), which oversees payments sent outside the territorial jurisdiction of the United States. This includes automated clearing house (ACH) payments, such as direct deposits. Texas A&M University payroll system does not permit direct deposits to banks outside the United States. This question must be answered as "No" and not left blank before clicking submit/ok and done on the inbox item. Failure to answer or answer as "yes" will prevent the direct deposit from occurring.

If your employee is reporting this problem, please email workday@tamu.edu and request to have this task trigger again.

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Supervisory Organization Creation

Please send requests to create new supervisory organizations to workday@tamu.edu; enter "Supervisory Organization" in your subject line and include the Employee / New Managers full name, UIN number and the date they will start managing others in the body of the email. You will be advised status as the process routes.

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Regular or Hourly Salary

Missed Salary or Hours should never be entered using the "Request One-Time Payment" business process. There are no pay components for this type of pay. Missed regular pay is caught by the Workday Retro process and is paid to any employee on their next regularly scheduled pay day (biweekly or monthly). Please contact your Payroll Processing team if you have questions regarding regular pay.

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Pay Component Category Differences

When using the "Request One-Time Payment" business process it is important to choose the correct pay component. The drop down box contains choices that will either pay the employee or will not pay the employee but will tax them instead. Choices that start with "EMOL" will not pay the employee. The "EMOL" categories

should only be selected when an employee has received non-salary compensation that is taxable. This replaces the requests submitted before on the Tax Withholding on Non-Salary Compensation Items.

You have four Reasons for One-Time Payment Requests: 1. Emolument 2. Incentive 3. Merit 4. Supplemental. You will use the Incentive for cash awards and Supplemental for extra pay such as dual employment, single activity or one-time payment. Workday gives you a detailed choice under the One-Time Payment Plan with a more detail description of the type of work the employee performed such as extra pay outside regular job duty, game attendant, graduate student in excess of 50%, Faculty Position < 100%, Salary Supplement Teaching, Participation Seminars & Presentations, Sea Pay, Teaching in Excess of 100%, Wage Position Extra Pay, Writing/Editing/Translating Services, etc.

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Cancelling a “One-Time Payment” Request

If you have submitted a “Request One-Time Payment” business process and later realize it contains an error while routing, contact the next approver to deny or return it for correction. If the business process is already approved you should immediately email workday@tamu.edu and enter “Cancel One-Time Payment” in the subject line. HROE staff will work with the System Office to get your unprocessed payment deleted.

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WELLNESS WORKS!

Please share the following information with employees in your department.

Learn about the WELL Leader Program

*Tuesday, February 13 | 11:30 a.m. – 12:30 p.m. |
General Services Complex 101A*

Interested in learning more about becoming a WELL Leader for your department or service area? Join current WELL Leaders and potential applicants for a meeting / informational. All attendees are encouraged to invite a friend from another campus service area to increase support for wellness initiatives across Texas A&M University. This program is designed to encourage unit-level support for holistic wellness through a network of faculty and staff volunteers who are dedicated to helping make Texas A&M University a healthier campus.

[Apply here!](#) **Applications DUE Friday, February 16.**

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Walk Across Texas! – Form Your Team Now! Last Day to Register is February 13

Presented by Texas A&M Agrilife Extension Service

Employees, their friends, and/or family have the opportunity to participate in the annual *Walk Across Texas!*, an 8-week physical fitness program that encourages individuals and teams up to eight people to track and monitor their physical activity with the goal of earning enough miles to walk across the State of Texas (833 miles) beginning **Saturday, February 10 through Friday, April 6.**



Campus-Wide Competition! *WELLNESS WORKS!* has created a campus-wide competition for all departments across Texas A&M University. The top three departments with the greatest distance traveled at the end of the 8-week period will be awarded a Wellness Grant. Grants will be provided to 1st place, \$1,000; 2nd place \$750; and 3rd place \$500. Teams **must consist of at least four employees from the same department**, who will then receive the Wellness Grant funds for that department.

****TEAM CAPTAINS:** To ensure your teams are in the run for this competition, **select “Texas A&M University” as the group!** What will your department do with the Wellness Grant if you win?

For more details, visit [Walk Across Texas!](#) Happy Walking!

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Lunch & Learn: Workplace Ergonomics

Presented by Environmental Health and Safety

Monday, February 19 | 11:30 a.m. – 1:00 p.m. | General Services Complex 101A

Is your workstation set up correctly? *WELLNESS WORKS!* and Environmental Health and Safety invite you to attend an educational and interactive workshop to learn the basics of ergonomics including workstation set-up and correct posture. Join us and learn about: Chair adjustability, typing/mousing posture, sitting/standing posture, proper tool use, micro breaks, and workplace stretches. Lunch will be provided. [Register here to attend!](#)

The Environmental Health and Safety Office has an Ergonomics Program that provides faculty and staff with FREE evaluations to assess office, laboratory, and industrial/operations work stations. Find more information on the [Ergonomics Website](#) or the [WELLNESS WORKS! Website](#), including self-assessments for your workstation and the product catalog, or contact the Ergonomics Program at ergonomics@tamu.edu.

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IN CASE YOU MISSED IT...

Important Reminder for Your Supervisors About Google Drive

The Division of Information Technology would like to remind you that when an employee leaves the university, their access to university accounts is removed, including Google Apps at Texas A&M. **Any documents the former employee created in Google Drive will be deleted by Google. This includes documents that have been shared with other employees or documents in a folder owned by other employees.**

Once these documents have been deleted by Google, the Division of IT has two weeks to restore any needed documents or files. After two weeks, we can no longer retrieve these documents. Losing access to important documents is frustrating and time consuming. **Please ensure Google Drive document transfer is a part of all outgoing employee procedures to ensure this doesn't happen to your unit.** There are several options for transferring documents, either before or after an employee leaves. Review options in our Knowledge Base - <https://u.tamu.edu/KB0012843>.

Google Team Drive - Another option is to use Google Team Drive. With Team Drive, your entire group owns the files and folders, so if someone leaves the university or the team, their documents are still available and accessible. Review best practices for Team Drive at <https://u.tamu.edu/KB0013701>. If you have any questions about Google Apps at Texas A&M, please contact Help Desk Central at helpdesk@tamu.edu or 979.845.8300.

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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

*Workday
Open Forum*

Wed, February 21
GSC 101 | 10:00am

[Register Here](#)