



# HR LIAISON NETWORK NEWS

February 18, 2019 | Share the following information within your departments as appropriate.

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## PAYROLL REMINDERS

February 18:

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

February 19:

- Monthly Pay Calculations Results Report refreshed at 10am
- Current Monthly Workday BP Approvals due at 5pm

February 20:

- Monthly Pay Calculations Results Report refreshed at 10am

February 21:

- #19-13 **RETRO** Timesheets & Workday Retro BP Approvals due at 5pm

February 25:

- #19-13 Current Timesheets, Workday BP Approvals, Lump Sum Payouts & Supplements due at 11am
- #19-13 Pay Calculation Results Report Available at 12pm

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## HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

### Save the Date for Upcoming HR Liaison Events

- *HR Liaison Network Spring Meeting*  
General Services Complex, 101A  
Thursday, February 28, 2019  
[Morning Session](#) 9:30am-12:00pm or [Afternoon Session](#) 2:00-4:30pm  
Registration and networking begins at 9:00am and 1:30pm

- *HR Liaison Training Conference, March 20-22, 2019*  
Rudder Tower  
Wednesday, March 20 - Friday, March 22  
Registration opening soon!

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### **Workday 32 Available March 9**

Our first software update of 2019, Workday 32, is scheduled for March 9. The following features will be automatically delivered by Workday 32:

#### **Payroll**

- *Retro Pay Processing* – The following updates consolidate retro pay processing to help you save time:
  - Retro reports updated by replacing the No Retro Processing Prior To (NRPPT) column with a new NRPT Date (Before Calculation) and a new NRPT Date (After Calculation) column.
  - A new error message is being added to the Run Retro Pay Complete task, preventing you from completing workers retro results when, for the same period, the results have in-progress: Retro results or an On-demand replacement payment for a prior period.
- *New Payroll Register* – New payroll register options include the ability to export to Excel and display negative values on your PDFs in black, making register reports easier to use.
- *Payroll Reports* – A column for the employee ID is being added to the following reports:
  - Earning/Deduction Payroll Results for Organization
  - Pay Calculation Results for Organization, Workers and Period

#### **Recruiting**

- *Job Requisition Workspace* – Managers, Recruiting Partners and Recruiting Coordinators are now able to manage candidates on their job requisitions from one place. Search 'job requisition workspace'.
- *Viewed Job Applications on Candidate Lists* – Applications that you haven't viewed are now indicated, with bold text and a blue dot, in the Candidate column.
- *Mass Actions on Candidates* – Selected candidates can be grouped together when moving forward or declining. These selected candidates will be displayed on individual rows allowing you to move them to different stages, if needed.
- *Duplicate Candidate Merging* – You are now able to merge candidate and pre-hire records at any stage of the job application process.
- *Candidate Pipeline on Job Requisitions* – Managers, Recruiting Partners and Recruiting Coordinators can now see an overview of candidate activity across all stages on a job requisition and filter by each process.

#### **Safety Incident Tracking**

- *Report Safety Incident* – Now available on mobile devices.

#### **User Interface**

- *Inbox Filters* – You now have the option to select a default filter for your Inbox on Workflow Preferences. That filter will be applied to your Inbox every time you sign in.

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### **Upcoming Workday Services WebEx Sessions**

As a reminder, presentation decks are made available following the WebEx session on [Workday Help](#) in the *Use Workday* section.

- *SGIP (state contribution) for New Hires WebEx*  
Thursday, February 21, 2019  
1:30-2:30 pm

Link to event:

<https://tamus.webex.com/tamus/onstage/g.php?MTID=e2c461f6189856c234a36e58f56b28f80>

Audio conference: 1-415-655-0003

Access code: 925 626 390

Event Password: Workday

- *Workday 32 Preview*  
Thursday, February 28, 2019  
8:30-9:30 am

Link to event:

<https://tamus.webex.com/tamus/onstage/g.php?MTID=efae69c7bec6793e8f3bb5a0179aa8b74>

Audio conference: 1-415-655-0003

Access code: 922 458 518

Event Password: Workday

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### **Non-faculty Performance Reviews Begin in April**

The annual performance review period for staff (non-faculty) employees will begin April 1, 2019. During this review period, supervisors have an opportunity to:

- Discuss progress on the prior year's performance goals and expectations
- Recognize employees for job-related accomplishments
- Identify and provide feedback on strengths and improvement opportunities
- Start discussing potential work and development opportunities for the next year

Before starting the process, we are hosting Awareness Sessions starting March 14 so employees can learn more about what is consistent with last year, what has changed, the overall process, the timeline, and available training. This is a great opportunity to learn what to expect before the process starts. Sessions will be conducted both face-to-face (classroom setting) and via WebEx.

[Click here](#) to register for one of the Awareness Sessions.

In the meantime, just a reminder to do the following before Performance Evaluation launches:

1. Confirm supervisor organizations in Workday are accurate (i.e., managers can see all of their employees and the correct department).
2. Enter goals in Workday. Refer to the [Add and Edit Goals – Employee Guide](#) or [Add and Edit Goals – Manager Guide](#) as needed.
3. Managers/supervisors should review their employee's position restrictions to ensure the evaluation pulls the correct measures from the position description. Information regarding the "Edit Position Restrictions" business process including the [template](#) and recommended practices can be found [here](#).

A campus-wide email about performance reviews will be distributed to faculty and staff this week.

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### **Workday Training Changes – Week of February 11**

Workday Training changes have been posted online. Training changes include updated Job Aids regarding Maintain Accrual, Manage Certifications and Licenses, a quick reference guide for Report No Show, Summer Appointments and Holiday Paid Time Off. WebEx Decks/Recording and New eLearning are also listed. Full details about these updates are found on the [Workday Weekly Updates webpage](#).

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### **Dual Employment Reminders**

The Dual Employment Comment Template must be completed in any situation where a staff or student worker is currently working at the university and an additional job is being added at the university. Remember, this is when the employee's primary and additional jobs are at Texas A&M University. Ex: Reveille Smith has a job with Texas A&M Human Resources and now is wanting to work an additional job with Texas A&M Athletics. The Dual Employment Comment Template can be found on the HR website under Compensation – Job Changes. [Dual Employment Comment Template](#)

The Dual Employment Agreement Form must be completed in any situation where a staff or student worker is currently working at the university and an additional job is being added at another State of Texas agency. A State of Texas agency could be TX DOT, Texas Wild Life and Forestry, Blinn Community College, Sam Houston State University, etc. This does not include the local city, an ISD, or private businesses like McDonalds, Chevron, etc. Ex: Reveille Smith has a job with TAMU Human Resources and now is wanting to work an additional job with Blinn Community College. The Dual Employment Agreement Form can be found on the HR website under Forms - Employment. [Dual Employment Agreement Form](#)

For both the template and the form, the primary department (and other departments if the employee has multiple jobs) need to be in agreement regarding the new additional employment. The department(s) where the employee works at can

deny the employee's additional job. The employee needs to get approval from all supervisors before accepting the additional employment. It is up to the HR Liaison to complete the template or form and get in contact with all departments the employee works for and is seeking employment with. Typically, the point of contact will be the HR Liaison.

Any questions regarding Dual Employment can be answered by the Classification and Compensation team, who can be reached at 979-845-4170 or [hrcomp@tamu.edu](mailto:hrcomp@tamu.edu).

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### **Updated *Creating a Discrimination-Free Workplace* (TrainTraq course no. 99002)**

The System-required course, *Creating a Discrimination-Free Workplace* (TrainTraq course no. 99002), has been revised with new content provided by Dr. Joni E. Baker, Director of Equal Opportunity and Diversity for the Texas A&M System. The updated course will be available in TrainTraq later this week. The new content includes updates to System Regulation 08.01.01, [Civil Rights Compliance](#) and the new System Regulation 07.05.01, [Consensual Relationships](#). In addition, audio was added to all slides to enhance accessibility. All applicable assignment rules are still in effect and all course reports will remain the same. If you have any questions, contact Professional Development at [PDinfo@tamu.edu](mailto:PDinfo@tamu.edu) or 979.845.4153.

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## **PAYROLL**

### **Workday Known Gaps for Retroactive Pay Results**

- Annual Work Period Extensions or Scheduled Weekly Hours Changes that do not include a compensation change with the same effective date, don't get picked up by the retro process for payment to or deduction from the employee. A Data Change business process by itself, without another event at the same time, is not a supported retro event.
- Monthly new hires effective late in a month are not always caught by the Workday retro process nor do they appear on Payroll Services reports.

*It is incumbent on departmental staff to monitor their Pay Calculation Results for a Period reports to catch these issues before payroll.*

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## **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:**

- 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!](#)

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Division of Human Resources  
& Organizational Effectiveness

**Questions?** [HRnetwork@tamu.edu](mailto:HRnetwork@tamu.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](http://employees.tamu.edu/liaisons)

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