



HR LIAISON NETWORK NEWS

February 19, 2018 | Share the following information within your departments as appropriate.

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PAYROLL REMINDERS

February 21:

- Manager / Timekeeper **approval of timesheet corrections for prior periods** due by 5pm
- Workday HR / payroll business processes affecting **Monthly** payroll due by 5pm

February 26:

- #18-13 Timesheets, FLSA and Lump Sum payouts and Workday HR / payroll business processes affecting **Biweekly** payroll due at 11am
- Pay Calculation Results Reports available at noon

[Processing Schedules](#)

[Payroll Reports](#)

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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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. HR Liaisons are encouraged to join the session.

1. Go to [WebEx](#)
2. Enter the event number (see below) and select **Join**
3. Enter your **first name, last name, and email address** (This will allow us to record your attendance)
4. Enter the event password (see below)
5. Select **Join Now** to access the online session

Event number: 920 964 272

Password: 5H7PMWeM

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Correction to MyEvoke Communication

MyEvoke recently sent out an email to employees, excluding retirees, that have not gotten a wellness exam since 9/1/2017. It incorrectly stated "Get your wellness exam to get a \$30 premium reduction for the rest of this plan year." MyEvoke sent a corrected email last week with the text reflecting "to receive credit for the next plan year". If you receive any phone calls, please assure the employee their incentive credit is still active and it is showing correctly in MyEvoke.

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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 the comments section including who the new manager will be, the supervisory organization (department) name moving into and the department (ADLOC) number. This information will help during the review and approval process.

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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, the date they will start managing others, and the superior organization ADLOC number and name (include manager name)* that you want the new Supervisory Organization to be a subordinate of in the body of the email. You will be advised status as the process routes.

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Onboarding Notes

1. **SSN** – when a new hire is completing their onboarding information, **it is necessary** that they put their Social Security Number in the National ID section. Failure to include their SSN could result in onboarding delays and the start of benefits.
2. **Where are they?** – many questions have come up asking where someone is in a process. To see the status of any process, do the following:
 - a. Type the name of the person in the Global Search Bar (make sure to search All of Workday)
 - b. Click on the Business Process of interest (Hire, Onboarding, etc.)
 - c. Click the Process tab to view the completed items
 - d. Scroll to the bottom to see what is Awaiting Action and from whom
 - e. Click the Remaining Process button at the bottom to see what steps remain
3. **To Do's:** - Just a reminder that To Do items that come to your Workday Inbox will usually require some action on your part. Please ensure you **read the instructions carefully, perform the actions** requested, and then click the submit button. If you think you will do the required action later and click the submit button to keep the process moving, you will actually cause problems because Workday will be looking to use the information you just told it you did.

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Delegation

When you are out or away from your Workday Inbox for an extended period of time, delegating a task is a great way to ensure a process continues without delay by allowing someone else to perform the task on your behalf. Workday allows you to delegate just a **task** in the Inbox or an **entire** Business Process. Please be aware that delegating ALL Business Processes is **not** a recommended solution. Delegating ALL Business Processes will allow your delegate to receive ALL notifications you receive for that process. Workday does not separate "work" processes from "personal" processes...so a benefit change you make will go to your delegate.

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Benefit Services Appointments

Benefit Services wants to make the most of your visits with us! **As of November 2017**, the Benefit Services Department NO LONGER accepts walk-ins. Retirees and current active employees who wish to meet with a member of Benefit Services will need to call (979) 862-1718 or email benefits@tamu.edu to make an appointment. Your HROE Benefits team member will schedule your assigned date and time for employees to come in to meet with us. In person appointment days will be held on Wednesdays from 9:00 am – 4:00 pm and Thursdays from 9:00 am – 4:00 pm at the General Services Complex, 750 Agronomy Road, Suite 1201.

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Workers' Compensation – Employers First Report of Injury or Illness

The Safety worklet in Workday is NOT to be used to submit first report of injury in Workday. HR Liaisons should continue to follow the current university policy and procedure for processing Workers' Compensation activities at <https://employees.tamu.edu/benefits/leave/workers-comp>.

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Payroll Processing Calendars

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

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WELLNESS WORKS!

Please share the following information with employees in your department.

Informational - Diabetes Self-Management Workshop

Presented by The Center for Population Health and Aging

Monday, March 5 | 11:00 a.m. – 12:00 p.m. | General Services Complex 101A

WELLNESS WORKS! and the Texas A&M Evidence-Based Programs Resource Center cordially invite you to attend an informational about the FREE 6-week program that is designed to help and provide support to anyone who has diabetes, pre-diabetes, or loves someone who does. Join us and learn more about this interactive group learning experience that focuses on:

- Techniques to cope with symptoms of diabetes
- Suitable exercises for maintaining and improving your strength
- Healthy eating
- Appropriate use of medication
- Working more effectively with your health care providers
- Participants will make weekly action plans, share experiences, and help each other solve problems they encounter in creating and carrying out their self-management program

To register for the workshop informational click [here](#). For more information about WELLNESS WORKS! programs, visit wellnessworks.tamu.edu.

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FREE On Campus Wellness Exam

March 19 & 20 | General Services Complex 101A

March 21 | General Services Complex 101B/C

Free, quick and confidential preventive health checkups administered by Catapult Health are offered on campus. Appointments are available for employees and their covered spouses enrolled in the A&M Care health plan. Completion of this checkup qualifies as your annual wellness exam for the purposes of the [Wellness Incentive Program](#). [Register here!](#)

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Financial Wellness Counseling

WELLNESS WORKS! is facilitating one-on-one financial wellness consultations with financial/retirement advisors on campus in the General Services Complex (GSC) Room 1203 or 1205. These consultations will be provided by Lincoln Financial Group and TIAA advisors and are intended to help employees learn ways to take control of their financial well-being. Both Lincoln Financial Group and TIAA are approved A&M System retirement vendors. Click [here](#) to learn more about this opportunity to enhance your financial well-being.

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ANNOUNCEMENTS

Impact Award Nominations

Sent on behalf of the Student Employment Office

Do you have a full-time employee in your department who promotes professionalism and makes a lasting impact on their student workers? Please consider nominating them for the 2018 Student Employment Impact Award!

To submit an Impact Award nomination:

- Send an email to JobsForAggies@tamu.edu by **Friday, March 9th, 2018**.
- The subject line should read: **Impact Award Nomination**

- The body of the email should include:
 - Name of the person you are nominating
 - Department or College in which the nominee is employed
 - Email address for whom you are nominating
 - Your name
 - A narrative that describes how the nominee has supported and /or impacted the professional development of student employees.

Any student, faculty, or staff member can submit a nomination. For more information about the Student Employment Impact Award, please visit <https://jobsforaggies.tamu.edu/National-Student-Employment-Week.aspx> and click on “Student Employment Impact Award.”

If you have any questions, please contact the Student Employment Office at 979-845-0686 or via email at jobsforaggies@tamu.edu.

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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/liasons

*Workday
Open Forum*

Wed, February 21
GSC 101 | 10:00am

[Register Here](#)