



# HR LIAISON NETWORK NEWS

February 25, 2019 | Share the following information within your departments as appropriate.

## HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

### [Upcoming HR Liaison Events](#)

[Save the Date: CSBA Conference May 20, 2019](#)

[Workday 32 Preview WebEx Session](#)

[Workday Training Changes and Updates](#)

## PAYROLL

[Earlier Deadlines for Biweekly #19-14 & Estimated Hours](#)

[Underpayment / Overpayment / No Payment Pay Results](#)

## WELLNESS WORKS!

[Wellness Happenings for February](#)

## PAYROLL REMINDERS

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

February 26:

- #19-13 Timesheets locked; only Timekeepers can update
- Run Timekeepers Reports
- #19-13 Pay Calculation Results Report Refreshed at 10am

March 1:

- #19-13 Biweekly Pay Day
- Monthly Pay Day

March 6:

- #19-14 **RETRO** Timesheets & Workday Retro BP Approvals due at 5pm

[Processing Schedules](#)

[Payroll Reports](#)

[Payroll Processing Calendar Key](#)

## 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 (Registration closes at 5pm on February 26)  
[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!

## **Save the Date: CSBA Conference May 20, 2019**

*Sent on behalf of the Committee of Senior Business Administrators*

Please mark your calendars now and make plans to attend the Committee of Senior Business Administrators (CSBA) Spring Conference, to be held on Monday, May 20, 2019, from 8:30am to 4:30pm at the Memorial Student Center. The conference will include exciting keynote speakers and concurrent sessions as well as the 2019 Best in Business awards presentation. Stay tuned for an agenda and conference registration information coming soon.

[Top](#)

## **Workday 32 Preview WebEx Session**

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

- *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

[Top](#)

## **Workday Training Changes and Updates – Week of February 18**

Workday Training changes have been posted online. Training changes include updated Job Aids regarding SGIP for New Hires, a quick reference guide for Summer Appointments and Holiday Paid Time Off. WebEx Decks/Recording and New eLearning are also listed. Updates include Absence Management, Compensation, Reporting and Staffing. Full details about these updates are found on the [Weekly Workday Updates webpage](#).

[Top](#)

---

## **PAYROLL**

### **Earlier Deadlines for Biweekly #19-14 & Estimated Hours**

Due to the upcoming Spring Break Holiday on Friday, March 15, all deadlines associated with Biweekly #19-14 are earlier than normal:

Wednesday, March 6

- #19-14 Retro Timesheets & Workday BP Approvals due at 5:00pm

Friday, March 8

- #19-14 Current Timesheets & Workday BP Approvals, Lump Sum Payouts & Supplements due at 11:00am

Monday, March 11

- #19-14 Timesheets Locked, only Timekeepers can update

Benefit-eligible biweekly paid employees without sufficient accrued time off, students, GANTS and temp/casual employees should not be allowed to estimate time. Missed hours & timesheet corrections can be added to a timesheet up to three prior pay periods back and submitted to the manager for approval and payment at a later date. Please notify your employees, managers and timekeepers of the earlier deadlines and plan accordingly.

[Top](#)

### **Underpayment / Overpayment / No Payment Pay Results**

Payroll Services continues to receive calls & emails each payday from departments reporting underpayments, overpayments or no payments. The issues are being identified on payday or later. Most issues could have been identified by departments prior to paycalc deadlines. It is imperative that all departments generate and review the [Pay Calculation Results for a Period report](#) every biweekly and monthly payroll. These reports are the Workday equivalent of former BVD and TimeTraq reports; they should be reviewed to ensure employees will receive their expected salary / hours, one-time payment request, recurring payments and/or allowances. This is also an opportunity to make sure new hires since the last payroll will receive pay. Initiation of a business process is not assurance that

expected pay results are populating as part of the employees paycheck. If an error or omission is identified before payroll deadlines, payroll services staff can work with you and try to correct, as long as business processes are fully completed.

[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

[Top](#)



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)

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

