



# HR LIAISON NETWORK NEWS

February 26, 2018 | Share the following information within your departments as appropriate.

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## PAYROLL REMINDERS

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

March 1:

- **Monthly Pay Day**

March 2:

- **Biweekly Pay Day**

March 5:

- Manager / Timekeeper approval of timesheet corrections for prior periods due by 5pm (*earlier deadline due to Spring Break Holiday*)

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## HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS / PAYROLL SERVICES

### Supervisory Organizations Deep Dive WebEx Postponed

Due to unforeseen circumstances, the Supervisory Organizations Deep Dive WebEx originally scheduled for today (Monday, February 26, 2018) at 3:00pm was postponed. We are working to reschedule this important event; the new date and time will be communicated through HR Liaison Network News and [Workday @ Texas A&M](#) as soon as possible. We apologize for the inconvenience and appreciate your patience and understanding.

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### Recruiting Notes

1. *Internal Candidates* – If a job requisition has been created and posted for an open position and an internal candidate has applied, please treat that person as you would an external candidate. In other words, all candidates, whether internal or external, have to be hired (or transferred) through the recruiting process using the job requisition created to fill the open position.
2. *Where are they?* – Many questions have come up asking where someone is in the onboarding process. To see the status of any applicant, run the *Onboarding Status Summary* report.
3. *PATH Reminder* – Just a reminder that 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.

4. *Evergreen Requisitions* – Evergreen requisitions should only be used for positions in which there are multiple openings for the same position within the same Supervisory Organization. If you need more information about using Evergreens, please contact Recruitment at 979.845.5154.

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### Workday Job Aids Updated Recently

A comprehensive list of job aids is available in [Workday Help](#) on the SSO menu in the Use Workday section. The following Workday job aids were updated within the last week:

- *Add Additional Job* - Added note at the end about the HR Partner receiving the Switch Primary job task and Absence Partner receiving the new To Do; added emphasis not to change the default weekly hours from 40
- *Create Position* - Major updates for fields and Up Next section added along with more detail in Assign Costing Allocation
- *Schedule Reports* - Added how to delete a scheduled report
- *Contract Contingent Worker* - Corrected error on how to navigate to the business process; added notes to emphasize not changing the default weekly hours from 40
- *Change Job* - Added notes to emphasize not changing the default weekly hours from 40
- *Hire* - Updated information within Assign Costing Allocation section

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### Removal of Workday Training Assignments

All remaining Workday training assignments that were made by the System Workday team to managers (i.e., employees with direct reports) will be automatically withdrawn on March 1<sup>st</sup>. This includes assignments for the following courses:

- 2113188 - GA010 TAMUS Workday Core Concepts
- 2113189 - GA020 Navigating Workday
- 2113193 - GA060 Workday Core HCM Concepts (Managers)
- 2113194 - GA070 Reporting in Workday
- 2113196 - SK420 Working in Workday for Managers
- 2113199 - SK450 Time and Absence (Managers)

At Texas A&M University (Workstation M), about 3,900 assignments remain for these courses. After the March 1<sup>st</sup> assignment removal, you may receive inquiries such as “I have an email that says I need to take this course, but when I logged into TrainTraq, the course wasn’t on my list of assignments.” Note also that assignments from other sources will be left in place. So for example, if you manually assigned one of these courses to an employee, that assignment will *not* be automatically cancelled on March 1.

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### Prior Timesheet Corrections

Employees can go back up to 3 prior pay periods to make positive and/or negative timesheet adjustments. They should resubmit corrected timesheets to their manager for approval by the deadline to avoid over or under payments. **Note:** timesheets with corrections have an earlier submission deadline than current period timesheets. The earlier deadline is to ensure prior corrections will pull into the current period with the Workday Retro process.

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### Current Biweekly Pay Period Timelines

*Please note these timelines will differ during holiday or special periods.*

Monday, 11 a.m.	Current period timesheets, approved by Managers or Timekeepers, are due every other Monday at 11 a.m.
Monday, 12 p.m.	Pay Calculation Results Reports available
Tuesday, 7 a.m.	Timesheets are locked; only Timekeepers can update
	Pay Calculation Results Report refreshed to include prior day timesheet and business process updates
Wednesday, 7 a.m.	Pay Calculation Results Report refreshed to include prior day business process updates

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### March Biweekly Pay Day Change

*Please share this information with employees in your department.*

Due to the Texas A&M Spring Break Holiday, the biweekly pay day of Friday, March 16, 2018 has been moved to Tuesday, March 13, 2018.

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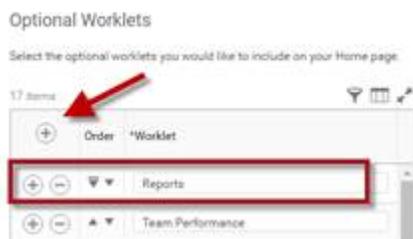
## Viewing Reports in Workday

As requested in the Workday Open Forum, below are instructions for employees to view all Custom and Standard reports that they have access to (and can run) in Workday.

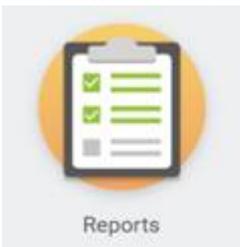
1. From the Home Page, click the gear in the upper right of the banner at the top of the page to “Configure this page”.



2. Click the plus to add another worklet to the home page. Then select “Reports” as the new worklet.



3. Click the Reports worklet from the home page. The View pane shows all Custom and Standard reports the individual can access and run.



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## Workday 30 – First Software Update of 2018

The first of two feature release updates that Workday provides each year is scheduled to roll out March 10. The following features are scheduled as part of Workday 30:

**Mobile Home Page** – the home page on the mobile application is being improved to highlight important information like tasks, worklets and dashboards in a convenient place, as well as a navigation bar

### Recruiting

*Candidate Offers* – improved ability to configure offers at the initiation stage

- Hire date no longer auto-populates from the Target Hire Date on the job requisition; a Hire Date will need to be added on the Initiate Offer step
- ‘Hire Reason’ field is now available; drop down values available will auto-populate from the values on the Hire business process

### Worker Information

*Single Field Phone Number* – a single field for a phone number, removing the area code field, to simplify number entry, improving usability and ensuring data consistency

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## **WELLNESS WORKS!**

Please share the following information with employees in your department.



### **Diabetes Self-Management Workshop Informational**

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 Center for Population Health and Aging 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](#).

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### **Juggling your Personal & Professional Life?**

Presented by *Deer Oaks EAP Services*

Wednesday, March 21 | 11:00 a.m. – 12:00 p.m. | Memorial Student Center 1400

The Deer Oaks Employee Assistance and Work/Life Program is a FREE service provided by Texas A&M University to benefit-eligible faculty and staff employees as well as their dependents/household members. This program offers a wide variety of counseling, referral, and consultation services, which are all designed to assist you and your family in resolving work/life issues in order to live happier, healthier, more balanced lives.

We invite you to join us for an orientation seminar to learn about the benefits now available through the expanded Texas A&M University Work/Life Program provided by Deer Oaks. New services include identity theft protection consulting, financial planning advice, concierge work/life support and more.

Register for this informational on [TrainTraq](#). Learn more about Deer Oaks EAP at [employees.tamu.edu/eap](http://employees.tamu.edu/eap).

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### **Staying on Track – Budgeting and Personal Finances**

Learn ways to keep track of your spending and live within a budget. Start saving for short- and long-term goals. Your Employee Assistance Program can help with:

- Articles on credit card debt, saving for retirement, and more
- Downloadable monthly budget form
- Financial calculators on investments, home finance, saving, and more
- Personal Financial Information Organizer

Call toll-free (888.993.7650) or learn more about Deer Oaks EAP at [employees.tamu.edu/eap](http://employees.tamu.edu/eap).

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### **EAP Employee Enhancement Newsletter, February Issue**

Read the latest issue of the Deer Oaks Employee Assistance Program (EAP) Employee Enhancement Newsletter for information about:

- Online Seminar Reminder: Self-Care: Remaining
- Resilient
- Car and Emergency Checklist
- Snow Day?
- Tips for Saving Energy During the Winter
- Hit the Ground Running Safely

Learn about these helpful topics and more from your EAP. [Download the newsletter](#) today!

[Deer Oaks EAP services](#) are available at no cost to benefit-eligible faculty and staff employees as well as their dependents/household members.

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## ANNOUNCEMENTS

### CSBA Business Learning Series

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

Tuition Waivers and Payments "TWAPMTS" and Navigating the New Layout in Compass aka Banner 9 is the topic for the next installment of the CSBA Business Learning Series. The session will be held March 19 from 9-11am at the Thomas G. Hildebrand DVM '56 Equine Complex, Andras rooms A & B. Email questions to [csba@tamu.edu](mailto:csba@tamu.edu) prior to March 15.

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Division of Human Resources  
& Organizational Effectiveness

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

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