



HR LIAISON NETWORK NEWS

February 4, 2019 | Share the following information within your departments as appropriate.

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

[Mark Your Calendars](#)

[Workday Training Changes and Update](#)

[UIN Verification for New Hires](#)

[Form 1095-C Now Available](#)

[Recruiting/Hiring Tips](#)

[New Employee Welcome \(TAMU NEW\) Session Feb. 13](#)

[Training Compliance Reports for February – As of February 1, 2019](#)

PAYROLL

[Missed Salary or Hours](#)

WELLNESS WORKS!

[Wellness Premium Incentive](#)

[Upcoming Events](#)

PAYROLL REMINDERS

February 7:

- #19-12 **Retro** Timesheets & Workday Retro BP Approvals due at 5pm

February 11:

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

February 12:

- #19-12 Timesheets locked; only Timekeepers can update
- Run Timekeeper Reports
- #19-12 Pay Calculation Results Reports refreshed at 10am

February 13:

- Monthly **Retro** Business Process Approvals due at 5pm

[Processing Schedules](#)

[Payroll Reports](#)

[Payroll Processing Calendar Key](#)

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

Mark Your Calendars

HR Liaison Training Conference, March 20-22, 2019

This two and a half-day event will allow HR Liaisons to complete up to six of the required trainings. Seats will be limited. Notification will be sent out when registration is open in TrainTraq.

Performance Reviews

The Performance Review Process will begin on April 1, 2019. More information will be coming out soon. Stay tuned!

[Top](#)

Workday Training Changes and Update – Week of January 28

Workday Training changes have been posted online. This week's updates include updates to Absence Management, Benefits, Recruiting, Reporting, and Staffing. Training changes include updated Job Aids regarding Report No Show, a quick reference guide for Report No Show and Holiday Paid Time Off, WebEx Decks/Recordings and New eLearning. Full details about these updates are found on the [Workday Weekly Updates webpage](#).

[Top](#)

UIN Verification for New Hires

As a reminder, UINs are issued to students, employees, and dependents for benefit purposes. Please ensure you consult with the new hire to determine if a UIN needs to be created in UIN Manager. You will also need to:

1. Verify if a record already exists for the individual / UIN in Workday, UIN Manager and UIN Search (if available).
2. In Workday, conduct two separate searches – by Name and then UIN – using the “All of Workday” search category and the Global Search Bar.
3. Once a UIN is created or an existing UIN is found, please **include the UIN in the comment section** when completing the initial task for the employee's Hire business process to prevent downstream delays in the process.

[Top](#)

Form 1095-C Now Available

System Benefits Administration has announced that the Form 1095-C, Employer-Provided Health Insurance Offer and Coverage, is now available in Workday. To access the tax form, select the Benefits worklet on the Workday dashboard then “My ACA Forms” from the View column. Additional information about Form 1095-C can be found at <http://www.tamus.edu/business/benefits-administration/aca/> online.

[Top](#)

Recruiting/Hiring Tips

Report No Show – a new task is available to report a new employee who does not report on the day they are hired and does not plan to report to work. Type *Report No Show* in the Global Search Bar and click on the task. Enter the new hire's name in the Worker box and click the checkbox to confirm the new hire is a no show and will not be reporting for work. Please note this task is only for new hires who do not show up within 15 days of the hire date. New hires who do not show up for more than 15 days will have to go through the terminate process.

Terminate vs Transfer – Workday is a System-wide application that contains all employees within the Texas A&M University System. If a current employee is going to move to another System member (or within a System member) please do not terminate that employee. The employee should be transferred via the Change Job business process. Please confirm with your employee that their new position is **not** within the Texas A&M System before terminating their employment in Workday.

[Top](#)

New Employee Welcome (TAMU NEW) Session Wednesday, Feb. 13 – Please Register by Friday, Feb. 8

Please forward this information to all hiring supervisors and encourage them to register their new employees.

The next session of *New Employee Welcome (TAMU NEW) Session* will be held Wednesday, February 13 from 9:30 a.m. to 2:00 p.m. (lunch included) in the General Services Complex. All employees welcome. Employees can register online at: <http://training.tamu.edu/schedule/#EmployeeOrientations>. If you would like to hold a seat for an incoming employee who is not yet on TrainTraq, please call 979.845.4153.

[Top](#)

Training Compliance Reports for February – As of February 1, 2019

Attached is the monthly Required Employee Training Assignments Report for System-required employee training. Please check TrainTraq for pending assignments for your department's employees. If you have questions, please contact pdinfo@tamu.edu.

Summary

- The total number of past due assignments decreased 7.9% from 2023 to 1863.
- The total number of past due employees decreased 6.4% from 980 to 917.
- The total number of past due Faculty employees increased 1.0% from 293 to 296.
- The total number of past due Budgeted Staff employees decreased 19.0% from 189 to 153.
- The total number of past due Wage Staff employees increased 2.0% from 197 to 201.
- The total number of past due Graduate Assistant employees decreased 15.4% from 39 to 33.
- The total number of past due Student Worker employees decreased 10.7% from 262 to 234.

Required Employee Training Compliance Key Performance Measure

- Percentage of employees in M Workstation ADLOCs up-to-date or current on five required courses:
 - Creating a Discrimination-Free Workplace, EEO – 97.8%
 - Ethics – 97.9%
 - Information Security Awareness – 96.7%
 - Orientation to the A&M System – 99.1%
 - Reporting Fraud, Waste and Abuse – 98.7%
 - Required Training for Athletics Task Workers – 89.1%

[Top](#)

PAYROLL

Missed Salary or Hours

Missed salary or hours should never be processed using the Request One-Time Payment business process. There are no one-time payment plan components for this type of pay. Missed regular pay is calculated and processed by the Workday Retro process and paid to an employee on their next regularly scheduled payday (biweekly or monthly). The Workday Retro process works for all timesheets and/or business processes completed and approved by the set deadlines. If you attempt to bypass the retro process and try to pay missed regular pay using a one-time payment plan component such as extra pay outside regular job duty, you are taxing the employee at 22% FIT and, more importantly, running the risk of the employee being overpaid when the retro process picks up the missed pay.

[Top](#)

WELLNESS WORKS!

Please share the following information with employees in your department.

News/Announcements:

- New A&M Care Plan [Wellness Premium Incentive](#) Requirements

Upcoming Events:

- Walk Across Texas! – Form Your Team Now! Last Day to Register is February 12**
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 9 through Friday, April 5, 2019.**
 - Learn more and register [here!](#)
- FREE Financial Counseling on Campus**
 - Presented by Lincoln Financial Group - [RSVP](#)**
Wednesday, February 6 | 9:30 am – 1:30 pm | GSC 1206
 - Presented by TIAA Financial Group - [RSVP](#)**
Wednesday, February 6 & Thursday, February 7 | 8:30 am – 4:30 pm | GSC 1203
 - Presented by VALIC Financial - [RSVP](#)**
Tuesday, February 26 | 8:30 am – 11:30 am | MSC L524
- Your Retirement Plan at Work – Lunch & Learn**
Presented by VALIC Financial
Tuesday, February 19 | 12:00 pm – 1:00 pm | General Services Complex 101A
Unsure about retirement plans? Join us for lunch to learn about the importance of saving for retirement and why you should enroll in your workplace retirement plan. This presentation pertains to those who have not yet enrolled in their workplace retirement plan and early career employees.
 - Register for this presentation on [TrainTraq](#) by Wednesday, February 13.**
 - Lunch will be provided, please notify us if you have any dietary restrictions after registering for this event.**



Stay current with WELLNESS WORKS! events with the New [Mobile-friendly Calendar!](#)

[Top](#)





Division of Human Resources
& Organizational Effectiveness

Questions? 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

View the
[HR Liaison Network
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