



# HR LIAISON NETWORK NEWS

February 5, 2018 | Share the following information within your departments as appropriate.

## HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS / PAYROLL SERVICES

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## WELLNESS WORKS!

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## PAYROLL REMINDERS

February 5:

- Supplementals for missed 02/01/18 Monthly Pay Day due by 5pm for **Special Pay Day of 02/09/18**

February 7:

- Manager or Timekeeper approval of timesheet corrections for prior periods due by 5pm  
**NEW - Retro Corrections**

February 9:

- Special monthly regular salary catch-up Pay Day

February 12:

- Timesheets, lump sum and/or FLSA payout supplementals and Workday HR / payroll business processes affecting 02/16/28 biweekly payroll are due and/or must be completed by 11am  
**NEW - Earlier Deadline**

[Processing Schedules](#)  
[Payroll Reports](#)

## HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS / PAYROLL SERVICES

### Role Assignment during Separation Process

Remember, Workday security roles are assigned to the *position* not the *person*. Best practice is to leave the roles 'as is' during the separation process. The department will have another opportunity to assign or change roles when filling the vacant position.

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### Hiring Notes

1. **Offer Letters** – When using the recruiting process in Workday (creating job requisitions and posting the position), applicants can be sent an offer letter. Be ensure the *external* applicant goes to their account via the **Career Site** to view the offer letter. When they logon to their account, they should see some tasks to complete. Please ensure they complete each task through their Inbox and click the **Submit**

**button** after they have viewed their offer letter. **Failure to do so will result in a delay in completing the offer and onboarding process.**

2. **Follow the Steps** – As you heard in the last Workday Open Forum, **order matters**. Please make sure that you follow the order of your Workday Inbox items to ensure each process step is triggered as appropriate. This is especially true when a **TO DO:** is in your Inbox. **Failure to follow the steps in the TO DO: item and just clicking the Submit Button can result in bypassed process steps, thereby creating delays in the workflow.**

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### **NEW - Regular or Hourly Salary**

Missed Salary or Hours should never be entered using the “Request One-Time Payment” business process. There are no pay components for this type of pay. Missed regular pay is paid to any employee on their next regularly scheduled payday (biweekly or monthly). Please contact your Payroll Processing team if you have questions regarding regular pay.

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### **NEW - Pay Component Category Differences**

When using the “Request One-Time Payment” business process it is important to choose the correct pay component. The drop down box contains choices that will either pay the employee or will not pay the employee but will tax them instead. Choices that start with “EMOL” will not pay the employee. The “EMOL” categories should only be selected when an employee has received non-salary compensation that is taxable. This replaces the requests submitted before on the Tax Withholding on Non-Salary Compensation Items.

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### **NEW - Cancelling a “One-Time Payment” Request**

If you have submitted a “Request One-Time Payment” business process and later realize it contains an error, if the process is still routing you should request it be denied or return. If the business process is already approved you should immediately email [workday@tamu.edu](mailto:workday@tamu.edu) and put “Cancel One-Time Payment” in the subject line. HROE staff will work with the Systems office to get your unprocessed payment deleted.

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### **NEW - Payment Election Errors**

Numerous employees are receiving paper checks instead of going direct deposit as they set-up. We are finding that employees are either skipping their Direct Deposit Declaration inbox item during the onboarding process or are completing this question as “Yes”. This question must **not left blank** or answered as “No” before clicking submit/ok and done on the inbox item. Failure to answer or answer as “yes” will prevent the direct deposit from occurring.

If your employee is reporting this problem, please email [payrollprocessing@tamu.edu](mailto:payrollprocessing@tamu.edu) and request our processors resend the declaration question again. If you attempt to resend at the department level you will also trigger all other onboarding items going out to the employee again. Please contact your payroll processing team if you have any questions.

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### **NEW - Time-Off Approval for Biweekly**

Time-off requests can be done as a standalone process (preferred method) or can be requested during timesheet submission. If a standalone time-off request is approved by the Manager, this will pay to the employee even if their timesheet is not approved by the manager or timekeeper or the employee submits no time.

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### **NEW - Manager & Timekeeper Duties**

It is critical that Managers review and approve their employees timesheets on an ongoing basis and not wait until the deadline day specially retroactive corrections. [Useful reports](#) can be run at any time from the Workday search bar. **It is important that Managers & Timekeepers work together and review reports to make sure all timesheets are submitted and approved before established deadlines,** to insure their employees retroactive timesheet corrections are processed and paid timely and accurately.

If an employee makes positive and/or negative corrections to a prior timesheet (retroactive correction) and the manager or timekeeper does not approve the timesheet by the prior period deadline, the retro process will take the adjustments from the current pay period not the prior period, which could results in your employee receiving less pay than they expected.

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### Supervisory Organization Creation

Please send requests to create new supervisory organizations to [workday@tamu.edu](mailto:workday@tamu.edu); enter "Supervisory Organization" in your subject line and include the Employee / New Managers full name, UIN number and the date they will start managing others in the body of the email. You will be advised status as the process routes.

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### 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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### Training Compliance Reports for February – As of February 1, 2018

Attached is the monthly Required Employee Training Assignments Report for System-required employee training. Due to issues related to Workday, the Departmental Progress Report will not be produced this month.

#### Summary

- The total number of past due assignments decreased 0.1% from 1511 to 1509.
- The total number of past due employees increased 4.5% from 760 to 794.
- The total number of past due Faculty employees increased 16.3% from 240 to 279.
- The total number of past due Budgeted Staff employees increased 25.0% from 104 to 130.
- The total number of past due Wage Staff employees increased 14.3% from 182 to 208.
- The total number of past due Graduate Assistant employees decreased 54.1% from 37 to 17.
- The total number of past due Student Worker employees decreased 18.8% from 197 to 160.

#### 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 – 98.5%
  - Ethics – 98.4%
  - Information Security Awareness – 97.4%
  - Orientation to the A&M System – 99.3%
  - Reporting Fraud, Waste and Abuse – 99.0%
  - Required Training for Athletics Task Workers – 89.2%

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### **WELLNESS WORKS!**

*Please share the following information with employees in your department.*

#### **Walk Across Texas! – Form Your Team Now!**

*Presented by Texas A&M Agrilife Extension Service*

#### **Saturday, February 10 through Friday, April 6**

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).

**Campus-Wide Competition!** *WELLNESS WORKS!* has created a campus-wide competition for all departments across Texas A&M University. Top three departments with the greatest distance traveled at the end of the 8-week period will be awarded a Wellness Grant. Grants will be provided to 1<sup>st</sup> place, \$1,000; 2<sup>nd</sup> place \$750; and 3<sup>rd</sup> place \$500. Teams must consist of at least four people from the same department, who will then receive the Wellness Grant funds for that department. **\*\*TEAM CAPTAINS:** To ensure your teams are in the run for this competition, **select "Texas A&M University" as the group!** For more details, visit [Walk Across Texas!](#) *Happy Walking!*

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#### **WELL Leader Informational**

*February 13 | 11:30am – 12:30pm | GSC 101A*



Interested in learning more about becoming a WELL Leader for your department or service area? Join current WELL Leaders and potential applicants from 11:30am – 12:30pm at our Tuesday, February 13th meeting / informational. This program is designed to encourage unit-level support for holistic wellness through a network of faculty and staff volunteers who are dedicated to helping make Texas A&M University a healthier campus. [Apply here!](#) **Applications DUE Friday, February 16.**

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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/liaisons](http://employees.tamu.edu/liaisons)

HR LIAISON  
NETWORK  
MEETINGS:

TBD