



# HR LIAISON NETWORK NEWS

January 14, 2019 | Share the following information within your departments as appropriate.

## HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

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### **WELLNESS WORKS!**

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## PAYROLL REMINDERS

January 14:

- #19-10 Current Timesheets, Workday BP Approvals, Lump Sum Payouts & Supplements due at 11am
- #19-10 Pay Calculation Results Report Available at 12pm

January 15:

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

January 16:

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

January 17:

- Monthly Pay Calculation Results Report available at 12pm

January 18:

- Biweekly Pay Day
- Monthly Pay Calculation Results Report Refreshed at 10am
- Monthly Lump Sum Payouts & Supplements due at 11am

January 22:

- Monthly Pay Calculation Results Report Refreshed at 10am
- Current Monthly Workday BP Approvals due at 5pm

[Processing Schedules](#)

[Payroll Reports](#)

[Payroll Processing Calendar Key](#)

## Professional Development Course Offerings

Professional Development is in the process of revamping how we develop employees to better meet the needs of the Texas A&M community. In the meantime, as we are committed to serve the Texas A&M community during this time of transition, we will continue to offer some of our most popular courses through Fall 2019. Please see the planned course offerings at: <http://training.tamu.edu/schedule>.

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## UPDATE: President's Meritorious Service Awards Nominations – Open January 2 - 25

The nomination process for the 32nd Annual President's Meritorious Service Awards is now open. President Michael K. Young presents these awards to recognize and reward 25 individuals, two teams, and two supervisors for their meritorious service to Texas A&M. Recipients of this highly prestigious award have demonstrated their commitment to the Aggie core values of excellence, integrity, leadership, loyalty, respect and selfless service. Please consider nominating one of our deserving Aggie Staff members during the nomination period, January 2 - 25. Our extended Aggie Family, employees of SSC/Chartwells, are eligible for this award as well.

UPDATE: Please note a clarification on the President's Meritorious Service Awards nomination form – the letter(s) of support should only be 1-page in length, but they can be double-sided. If you have questions, please contact Nikki Cavender at 979.845.7995 or see the updated nomination tips here:

<https://employees.tamu.edu/media/1601754/620pmsacriteriaandnominationtips-2019.pdf>

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## WebEx: Summer Appointments in Workday

The System Office is pleased to announce they will host a WebEx on summer appointments, **Thursday, January 24, 1:30pm** Central Time (WebEx details below).

The lessons learned from our first summer in Workday has been invaluable and we want to give you our best practice guidance for using additional job and compensation events for Faculty and Graduate Assistant employees being extended into the summer semester. We will include information on the interaction of staffing, benefits and payroll functionality and provide examples and resources for your use.

- [WebEx: Summer Appointments](#)
- Meeting Number (access code): 920 598 213
- Meeting Password: 5GBaqU84
- Join from a Video System or Application: Dial [sip:920598213@tamus.webex.com](tel:sip:920598213@tamus.webex.com); You can also dial 173.243.2.68 and enter your meeting number.
- Join by Phone: 415.655.0003 US TOLL

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## Workday Training Changes and Update – Week of January 10

Workday Training changes have been posted online. This week's updates include updates to Security and Staffing. Full details about these updates are found on the [Workday Weekly Updates webpage](#).

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## WELLNESS WORKS!

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

### Wellness Happenings for January

Check out the *WELLNESS WORKS!* monthly newsletter [here!](#) This newsletter includes a variety of wellness topics and event registration information including:

#### News/Announcements:

- Conquer your New Year's S.M.A.R.T. Goals!
- The **NEW WELLNESS WORKS!** [Mission Statement](#)
- [Deer Oaks EAP](#) Employee Enhancement [Newsletter](#)
- New A&M Care Plan Wellness Premium Incentive Requirements

#### Upcoming Events:

- 2019 Spring Fitness Session [Schedule](#)

**\*\*NOTE:** *The location change for the following classes the first week of classes ONLY:*

WELLNESS WORKS!

- Tuesday, January 15: 11:45am – 12:30pm Yoga class will be held in the MSC Forsyth Gallery
- Wednesday, January 16: 11:45am – 12:30pm Pilates class will be held in the MSC Forsyth Gallery
- Thursday, January 17: 11:45am – 12:30pm Yoga class will be held in the MSC Forsyth Gallery

***These classes will resume in the MSC Stark Gallery on Tuesday, January 22***

- WELL Leader Program Informational Meeting
- FREE Financial Counseling on Campus
- Making Moves with Diabetes – Lunch & Learn
- On-Campus Wellness Exams with Catapult Health

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Division of Human Resources  
& Organizational Effectiveness

**Questions?** [HRnetwork@tamu.edu](mailto:HRnetwork@tamu.edu) | 979.862.4153 | 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)

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