



HR LIAISON NETWORK NEWS

January 22, 2019 | Share the following information within your departments as appropriate.

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

[WebEx: Summer Appointments in Workday](#)

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PAYROLL

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WELLNESS WORKS!

[Wellness Happenings for January](#)

PAYROLL REMINDERS

January 22:

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

January 23:

- Monthly Pay Calculation Results Report Refreshed at 10am

January 24:

- #19-11 **RETRO** Timesheets & Workday Retro BP Approvals due at 5pm

January 28:

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

[Processing Schedules](#)

[Payroll Reports](#)

[Payroll Processing Calendar Key](#)

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

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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WebEx: Deep Dive – Report No Show

The Workday Services Team (System Office) will host a WebEx on the new Report No Show business process that goes into production January 31, 2019. The Report No Show process can be initiated by HR Contact, Manager or HR Partner, and allows you to rescind the hire event and rescind or prevent some downstream processes for workers who do not attend their first day of work.

During the WebEx we will provide an overview and demonstration of the functionality. (WebEx details below) The session will not be recorded. However, the presentation deck will be made available.

Thursday, January 31, 2019 at 8:30am CST

- [WebEx: Deep Dive – Report No Show](#)
- Meeting Number (access code): 920 664 150
- Meeting Password: 4vM67iwA
- Join from a Video System or Application: Dial 920664150@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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Recruiting/Hiring Tips

Onboarding tip – please be aware that all onboarding items must be completed from the tasks in the new hire's Workday inbox. Completing these items outside of the Onboarding Process results in errors and delays. Please advise any employee you support who will have onboarding items to complete to wait for the tasks to appear in their Workday inbox.

Reminder – once a task or To Do is completed from your Workday inbox, the inbox item disappears into the archive. To determine what stage the process is in and what tasks are awaiting action, go to the Employee's Worker History and select the process to see the Business Process History.

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Workday Training Changes and Update – Week of January 17

Workday Training changes have been posted online. This week's updates include updates to Absence Management, Recruiting and Staffing. The Reported Time Report has been updated. Full details about these updates are found on the [Workday Weekly Updates webpage](#).

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PAYROLL

Payroll Services FAQ's Updated

Please share this information with student employees, staff & faculty in your supervisory organization

Payroll Services has added new [FAQ's](#) to our website for the following topics:

- Biweekly Paid Employees & Timesheets
- Managers, Timekeepers & Timesheets
- Monthly Paid Employees

Please reference this information before calling your processing team or sending in a support request.

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:

A blue graphic with a white border and a white triangle pointing upwards, containing the text "WELLNESS WORKS!" in white capital letters.

- 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](#)
- 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 | 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

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[HR Liaison Network
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