



# HR LIAISON NETWORK NEWS

January 6, 2020 | Share the following information within your departments as appropriate.

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## PAYROLL REMINDERS

### January 9:

- #20-10 **Retro** Timesheets and Workday Retro BP Approvals due at 5:00pm

### January 13:

- #20-1- Current Timesheets, Workday BP Approvals, Lump Sum Payouts & PPRs due at 11:00am
- #20-10 Pay Calculation Results Report available at 12:00pm

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## HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

### Passing of John Williams, former HROE Senior Classification & Compensation Analyst

It is with a heavy heart that HROE announces that John Williams, former HROE Senior Classification & Compensation Analyst, passed away on December 28. A memorial service will be held this week on Wednesday, January 8.

Many of you worked closely with John on compensation issues over the years. For those who may want to send a message to his family, share a memory about John, view the obituary, or see details about the memorial service, please see <https://www.hillierfuneralhome.com/tributes/John-Williams>.

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### Past Due System Required Web-based Training (WBT) Report

Based on feedback from multiple groups across the University to make the Past Due System Required Web-based Training (WBT) Report more meaningful, actionable, and helpful in enabling compliance, the report format has changed. Attached is this month's report with the following information as of January 1, 2020.

1. The first tab is a summary of past due employees by Executive Level
2. The second tab provides more detail with:
  - Filters to quickly identify specific individuals who are past due
  - Highlighting those that are more than 90 days past due and more than 365 days past due

If you have questions, please contact [pdinfo@tamu.edu](mailto:pdinfo@tamu.edu).

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## Student Workers on Past-due TrainTraq Report

Please remind your student employees to complete their state-mandated TrainTraq trainings within 30 days of being hired or before their assigned due date for continuing student employees and graduate assistants. We have over 1000+ TrainTraq trainings that are currently past-due. Our #1 response we receive from students replying to our emails is that they no longer work for their department. Please terminate these students promptly in Workday.

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## Updated Online Course: Creating a Discrimination-Free Workplace

TrainTraq course 99002: Creating a Discrimination-Free Workplace, has been updated to reflect the most current FY18 EEOC statistics. All applicable assignment rules are still in effect. No action is required. If you have any questions about this course, please contact Organization Development at [PDinfo@tamu.edu](mailto:PDinfo@tamu.edu).

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## Hiring – Recruiting Process Reminders

1. The Hire process will automatically be triggered for candidates coming through and completing the **Recruiting** business process in Workday. The **Hire Employee** business process should not be initiated for these candidates.
2. Please see **Hire Employee Process – Students** section below for processing hires done outside the Recruiting business process in Workday.
3. Email [jobs@tamu.edu](mailto:jobs@tamu.edu) to request a candidate review prior to moving a candidate to the offer or background check step.
4. HROE Recruitment strongly encourages all recruiting documents be uploaded to the [Secure Document Server](#) when requesting reviews to make offers to candidates. This will help expedite the review process and move candidates through the process much quicker.
5. Please allow 48 hours to process Criminal Background Checks requests before sending in requests for status updates.
6. Complete section 1 of the I-9 in Guardian no later than the date of hire and section 2 no later than 3 business days after the date of hire. If you need assistance to determine whether a new I-9 or Section 3 is needed, please see the [I-9 website](#). Email [uin-i9@tamu.edu](mailto:uin-i9@tamu.edu) or call 979-458-6703 for assistance.

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## Hire Employee Process - Students

The following reminders are for hires done outside of the normal **Recruiting** business process:

1. Individuals currently active in Workday will not show up in the *Existing Pre-Hire* search from the **Hire Employee** business process.
2. Before starting the **Hire Employee** business process, enter the hire's UIN into the Global Search Bar (Make sure to select *All of Workday* under **Categories**). If the UIN is in use in Workday, you will see the name associated with the UIN.
  - a. If (Terminated) shows next to their name, verify that is the person you are hiring, and if so, use that name in the *Existing Pre-Hire* search.
  - b. If just their name shows, that indicates the person is already active in Workday and the **Job Change → Add Job** business process should be used (if that's your person).
3. If the UIN does not return a name (and you've selected *All of Workday* for your search), you can select *Create a New Pre-Hire* from the **Hire Employee** business process.
4. Please enter the *UIN, Legal Name, and Guardian Pay Sequence* in the **comments** section when entering a hire into Workday. Putting these items in the comments will help the I-9 Partner role to process your hire quicker.

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## Summer Appointments for Faculty and Graduate Assistants

It's not too early to start planning for the summer! If you work with Faculty and Graduate Assistants, please make sure you review the *Summer Appointments for Faculty and Graduate Assistants* slide deck and video available in the Education section of [Workday Help](#) under Webinars. The session covers the following:

- Overview and Target Employees
- Business Processes for Summer Appointments
- Time Off and State Service Impacts
- Summer Insurance Coverage
- FAMIS Budget & Encumbrance
- Additional Resources
- Q&A

A little research and planning now can help ensure your employees are appropriately paid, insurance is maintained, and employment benefits comply with policy.

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### **Workday Services Education and Training: January Webinar**

Please join us for the following Workday Services webinar. This event is open to all, but content will focus on the security roles listed with the webinar description.

#### **Workday Wednesday: Assign and Create Work Schedules**

**Description:** During this webinar we will discuss assigning and creating work schedules for an employee in Workday. The Assign Work Schedule business process was recently updated in December. Now, when none of the existing work schedules available in Workday meets the needs of the employee, Managers and Timekeepers can create a custom work schedule for the employee. We will walk through this new functionality and the options available for work schedule creation.

**Target Audience:** Timekeeper and those who support Managers\* with this business process.

\*If you have Managers who use this business process frequently, you may want to provide them with the event recording to view at a later date

**Presenter:** Amy Suter, Workday Services – Time Tracking

**Date:** January 22, 2020

**Time:** 10:30am to 11:30am

**Link to Meeting:** [HERE](#)

**Password:** Workday

**Dial in Audio:** 1-415-655-0003

**Access Code:** 922 570 721

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### **Workday Training Updates for the Week of December 16, 2019**

- Updated Job Aids
  - *Report Safety Incident* – name changed to *Managing Safety Incidents*; added a section on how to edit and how to rescind based on last week's release of the rescind
- Updated Quick Reference Guides
  - *Benefit Events and Explanations* – Dependent Life has been added to the coverage type for the Leave of Absence benefit event; Alternate Basic Life has also been added to the Life Insurance Change benefit event
  - *Custom IDs for Benefits* – Custom IDs of C (employee is eligible for TRS Care Surcharge – Teacher Retirement System Plan), S (employee is eligible for Teacher Retirement System Surcharge – Teacher Retirement System), and CS (employee is eligible for both the Teacher Retirement System Surcharge – Teacher Retirement System Plan AND TRS Care Surcharge – Teacher Retirement System Plan) have been added to the TRS Override identifier type

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## **PAYROLL SERVICES**

### **Payroll Services Website Updates**

*Share this information with managers, timekeepers and other staff in your supervisory organization*

The following items have recently been updated or added in our [Workday Tools](#) section:

- Report Verification (*updated*)
- Useful Reports (*updated*)
- Workday Known Gaps Affecting Expected Pay Results (NEW)

The following item has recently been added to our [Payroll Corrections](#) webpage:

- Resources (NEW)

New questions & answers or updated answers have been added to our [FAQ](#) section under the following topics:

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

Please reference our [Workday Tools](#) and/or [FAQ](#) information before calling your processing team or sending in a support request.

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## Tax Withholding Elections

*Please share this information with employees in your supervisory organization*

January 2020 marks the beginning of a new Federal Tax calendar year. This is a good time to review your current Withholding Elections to see if they are meeting your tax needs. Your elections can be seen by clicking the **Pay Icon** on your Workday home page. In the Actions box click **Withholding Elections** to view. You can make changes by clicking the Update button under the Federal Elections or State Elections tabs. Updating your withholding elections is an employee self-service function in Workday.

Also, with W-2 season upon us, it's a good time for employees to review and update their address in Workday. Employees should verify the following:

- They have entered a mailing address. If not, please have them enter it before January 14.
- If a mailing address has been entered, is it correct. If not, please have them correct it before January 14.

**Note: Neither the apartment complex name nor the name of an individual should be listed in the address fields.**

For instructions on updating Tax Elections or Address please visit [Tax Compliance & Reporting Instructions](#).

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## Holiday Pay

As per System Regulation 31.04.01 System Holidays Section 1.3, if an employee has **unpaid** Time Off for the entire workday immediately before or after a holiday, they **should not** be compensated for the holiday(s). The employee or Absence Partner should submit Unpaid Time Off to make sure the employee is not paid for the holiday(s).

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## WELLNESS WORKS!

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

### Flourish at Texas A&M

We are excited to announce that Flourish at Texas A&M has launched! You can join the Flourish community and stay in the know about events, programs, and classes by [registering for the mobile Flourish App](#). Contact [flourish@tamu.edu](mailto:flourish@tamu.edu) for more details.

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### Spring 2020 Fitness Schedule

We are currently operating on a modified [fitness schedule](#) during the winter interim which will end on Friday, January 10. The spring 2020 schedule begins on Monday, January 13 and is available on the Flourish App.

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## ANNOUNCEMENTS

### Call for Nominations: President's Meritorious Service Awards

Nominations are now open for the 33<sup>rd</sup> Annual President's Meritorious Service Awards. 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 - 27. Our extended Aggie Family, employees of SSC/Chartwells, are eligible for this award as well. Please visit [employees.tamu.edu/pmsa](http://employees.tamu.edu/pmsa) for the award nomination process.

Save the date for the President's Meritorious Service Awards recognition ceremony which will take place on Wednesday, April 22, 2020. This year, instead of hosting a week of staff appreciation activities, various events will be held throughout the year to encourage departments to celebrate their staff year-round! Departments are encouraged to continue the tradition of hosting appreciation events/activities within their respective offices during the week of April 20. Let your staff know how much they are valued and that their efforts make a difference in the success of Texas A&M University. Watch your email for special announcements regarding campus-wide staff appreciation events to be held throughout the year in 2020.

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### **Student Employment Office Spring 2020 Workshop Schedule Available**

The Student Employment Office offers FREE training workshops for student employees and their supervisors. A complete list of the spring workshop schedule and information on registration can be found at <http://ers.tamu.edu/default.aspx?department=SEO>. Click on the event link to view a brief description. To register, please click on the “Login Here” link, enter your Net ID and Password, and click the “Complete Registration” button. Don’t hesitate to take advantage of these FREE training opportunities for you.

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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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