



HR LIAISON NETWORK NEWS

January 7, 2019 | Share the following information within your departments as appropriate.

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PAYROLL REMINDERS

January 10:

- #19-10 **RETRO** Timesheets & Workday Retro BP Approvals due at 5pm

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

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HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

Student Employment Office Spring Workshop Schedule

The Student Employment Office offers FREE training workshops for both 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 and your students.

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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 so that the student is removed from TrainTraq.

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Reminder: Costing Allocations During Hire or Add Additional Job Business Processes

Costing Allocations are required for all employees during the Hire or Add Additional Job business processes. You must select a Costing Allocation Level and click the Add button to assign costing allocations.

Costing Allocation Level must indicate either:

1.) Worker and Position; this is where the regular salary will be changed;

Or

2.) Worker, Position, and Earning; this is where you can call out a specific earning such as Cell Phone Service Allowance and anytime that earning is paid it will be charged to this specific account.

If costing allocations were assigned during the Create Position business process for Faculty, Staff, or Graduate Assistant positions, use the checkbox to default costing from Position Restrictions. You can then edit the costing allocations if needed.

For filled positions, the position needs to have **Worker Position Costing Allocations or Worker, Position, and Earning Costing Allocations**. It is not necessary to remove the **Position Restrictions Costing Allocations**, nor modify it to match the **Worker Position Costing Allocations**. The **Position Restrictions Costing Allocations** comes into play for vacant, unfilled positions.

Please see the Add Additional Job guide at: <https://employees.tamu.edu/compensation/job-changes/add-job/>. You can also reference the Add Additional Job aid and the Costing Allocations Quick Reference Guide job aid on the Workday Help webpage for further reference.

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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. Visit employees.tamu.edu/pmsa for the award nomination process, criteria, and eligibility.

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Training Compliance Reports – As of January 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 3.8% from 2102 to 2023.
- The total number of past due employees decreased 2.2% from 1002 to 980.
- The total number of past due Faculty employees decreased 0.3% from 294 to 293.
- The total number of past due Budgeted Staff employees increased 2.2% from 185 to 189.
- The total number of past due Wage Staff employees increased 3.7% from 190 to 197.
- The total number of past due Graduate Assistant employees decreased 39.1% from 64 to 39.
- The total number of past due Student Worker employees decreased 2.6% from 269 to 262.

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 – 97.7%
 - Ethics – 97.8%
 - Information Security Awareness – 96.5%
 - Orientation to the A&M System – 98.8%
 - Reporting Fraud, Waste and Abuse – 98.5%
 - Required Training for Athletics Task Workers – 89.3%

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Workday Training Changes and Update – Week of December 17

Workday Training changes have been posted online. This week's updates include updates to Compensation and Time Tracking. Training changes include updated Job Aids regarding Job Application Process and Manage Delegations. Full details about these updates are found on the [Workday Weekly Updates webpage](#).

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PAYROLL

Coming Soon! Form W-2, Wage and Tax Statement

A new year means time for W-2 forms to be delivered by January 31. When available electronically (date to be determined), employees will be able to access the W-2 from their Workday employee profile. Simply select the *Pay* category in the blue sidebar then the *Tax Documents* tab to view your W-2 for tax year 2018 (as soon as they become available).

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Tax Withholding Elections

Please share this information with employees in your supervisory organization

January 2019 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.

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WELLNESS WORKS!

Please share the following information with employees in your department.

WELL Leader Program Informational Meeting

Tuesday, January 22 | 12:00pm – 1:00pm | Rudder Tower 701

Interested in learning more about becoming a WELL Leader for your department or service area? Join us for an informational meeting to learn more about how you can be a wellness ambassador and help guide your colleagues on their wellness journey. 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 and a great place to work!

- Register on [TrainTraq](#) by Wednesday, January 16.
 - Lunch will be provided by **WELLNESS WORKS!**, please notify us if you have any dietary restrictions after registering for this event.
- All attendees will be entered in a drawing to win one of five **Fitbits (Flex 2)**.
- [Click here](#) to view the event through livestream.

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2019 Winter Interim Fitness Session Schedule + Spring Fitness Sessions

The Winter Interim Fitness Session schedule for Texas A&M University faculty and staff employees will occur through January 11. The spring fitness sessions for Texas A&M University employees will occur January 14 – April 30. Check out class times and locations [here!](#)

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FREE Financial Counseling on Campus

Lincoln Financial and TIAA offer Texas A&M employees one-on-one consultations with their financial/retirement advisors (at no cost) in the HROE Office located in Suite 1201 of the [General Services Complex \(GSC\)](#). Let these professionals help you learn how to take control of your financial well-being! RSVP for your meeting:

- *Presented by TIAA Financial Group*
Wednesday, January 16 & Thursday, January 17 | 8:30am – 4:30pm | General Services Complex 1203
[RSVP with a TIAA Financial Consultant](#)
- *Presented by Lincoln Financial Group*
Wednesday, February 6 | 9:30am – 1:30pm | General Services Complex 1206

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Making Moves with Diabetes – Lunch & Learn
Tuesday, January 29 | 12:30pm – 1:30pm | Memorial Student Center 2406A

WELLNESS WORKS! and the Center for Population Health and Aging invite you to register for an informational meeting to learn about the FREE **Healthy Texas Making Moves with Diabetes** program. In this informational we will discuss the FREE 8-hour class taking place February 26 from 8:00am - 4:00pm that provides participants and/or caregivers with one year of support and a lifetime of health.



**CENTER FOR POPULATION
HEALTH AND AGING**
TEXAS A&M UNIVERSITY

Active for Life®

- Register for this informational meeting on [TrainTraq](#) by Wednesday, January 23.
 - Lunch will be provided by WELLNESS WORKS!, please notify us if you have any dietary restrictions after registering for this event.
- All attendees will be entered in a drawing to win one of five **Fitbits (Flex 2)**.
- [Click here](#) to view the event through KAMU livestream.

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New A&M Care Plan Wellness Incentive Requirements

Enrolled A&M Care Health Plan members and their covered spouses are now required to receive **(1) an annual wellness exam/annual physical AND (2) complete the [MyEvoke Health Assessment](#)** each benefit plan year by the June 30 deadline to receive the lower wellness premium rate on their health insurance premiums. A premium differential of \$30 per month will be added to the premium for each covered individual (employee and spouse) who does not complete the wellness exam and health assessment by the June 30 deadline.

Check your wellness incentive status on [MyEvoke](#). Visit the [Wellness Incentive Program webpage](#) for more information.

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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

View the
[HR Liaison Network
News Archive Online](#)