



HR LIAISON NETWORK NEWS

January 17, 2018 | Share the following information within your departments as appropriate.

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS / PAYROLL SERVICES

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PAYROLL REMINDERS

January 19:

- Biweekly Pay Day

January 24:

- Workday HR / payroll business processes affecting *02/01/18 monthly payroll* must be completed by 4pm

January 29:

- Timesheets & Workday HR / payroll business processes affecting *02/02/18 biweekly payroll* are due and/or must be completed by 4pm

[Processing Schedules](#)
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HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS / PAYROLL SERVICES

HR Liaison Network News

As additional information becomes available regarding Workday, special editions will be sent to the HR Liaison Network on an as needed basis. Please know we will minimize the amount of emails as much as possible, but we do want to keep you informed with the latest tools and tips.

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Lump Sum & Other Payouts Updated Information

The [Lump Sum Update](#) link in the Spotlight section on [payroll's website home page](#) has been updated. Additional information regarding the steps the Absence Partner must take to start the pay-out process and the corresponding Workday job aid of "Maintain Accrual" are noted. Additionally, payroll has created an external job aid of "How to Print Zero Time Off Report" that can be accessed from this link. Additionally, it has been suggested at the system-level that Absence Partners may need to print before and after screen shots during the adjustment process and they may need to print screen shots of the employee's time off balances. You may need to try and print out a variety of these options as you work your first few payouts in Workday, to see which options give you the best reports to send to payroll.

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Important Update – Tax Withholding on Non-Salary Compensation

With the implementation of Workday, the process for report Non-Salary Compensation (Emoluments) for Tax Withholding has changed. The paper form of Tax Withholding on Non-Salary Compensation is no longer available on payroll's website. Departments will enter non-salary compensation directly in Workday using the business process of "Request One-Time Payment". You can reference the Workday Job Aid with this title thru SSO at the Workday Help link. Emolument choices start with "EMOL" and include common categories such as

cash awards, gifts, >90 day reimbursements, etc. Please file back-up material in your employee's departmental record for audit purposes.

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Supplemental Payments

With the implementation of Workday, departments will no longer prepare paper forms to send to payroll services for extra and/or supplemental pay. They will now use the Workday business process of "Request One-Time Payment". The earnings choices include common categories such as teaching in excess of 100%, cash awards, excess of 100% non-teaching, etc. Note that with your input, the extra pay will be paid on the same pay day as regular salary. Monthly paid employees will no longer receive supplemental payments on the biweekly pay day.

Important – Unlike our old paper process, if your supervisory organization (adloc) allows a faculty or staff member to do extra work for a different supervisory organization (adloc), it is the responsibility of the employee's home adloc to assist the extra work adloc by initiating and completing the "Request One-Time Payment" process so their employee is paid for the extra work, such as a teaching overload. *A department cannot initiate the business process of "Request One-Time Payment" for a worker who is not part of their supervisory organization.* It is incumbent on both departments to work collaboratively to make sure this process flows smoothly and the extra work adloc remains informed of the status and/or is informed when the one-time payment process has been finalized. Please file back-up material in your employee's departmental record for audit purposes.

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Workday Support

All Workday related questions for Texas A&M and the Health Science Center need to be submitted to workday@tamu.edu; the Texas A&M Workday Operations Team will research and respond as quickly as possible. We ask for your patience and understanding with response times, as some questions are complex and require researching. To avoid causing further delays, please do not email or call staff members in HROE or Payroll Services directly and do not email multiple staff members about the same issue as these actions are contributing to the backlog.

To help us better triage your questions, please include one of the following support categories in the subject line of your emails to workday@tamu.edu.

Support Categories

- Absence
- Benefits
- Compensation
- Costing allocations/encumbrances
- Feedback/process improvement recommendation
- Health Science Center
- Hire or onboarding
- Performance evaluation
- Recruiting
- Security roles/business process/routing
- Supervisory organization
- Timesheets/projects
- TRS, tax-related issues, payroll cost transfer process

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New HR Liaison Designation Form Available

The HR Liaison Designation Statement of Responsibility is now available at <https://employees.tamu.edu/liasons/> to add, delete or change access for HR Liaisons. Workday security roles for current HR Liaisons are being addressed as quickly as possible. If you have submitted a request for changes to workday@tamu.edu it is in progress and does not require subsequent follow up. Please be aware that some roles for certain supervisory organizations may route to other System Members for approval. We ask for your continued patience.

Current HR Liaisons also have the ability to Assign Roles in Workday; please see the Assign Roles job aid available in [Workday Help](#). The roles will be routed to the Security Partner for approval before they can be activated. If adding roles to a new HR Liaison in this manner, the HR Liaison Designation Statement of Responsibility will still be required.

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Business Process History

Wonder where that business process you initiated has landed? Check the business process history for the awaiting actions and remaining processes. A Business Process History job aid is available in [Workday Help](#).

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Workday Open Forum Rescheduled for Thursday, January 25

Please share with all employees within your department(s).

Due to unforeseen circumstances, the Workday Open Forum originally scheduled for today (Wednesday, January 17) has been postponed to Thursday, January 25, 3:30 – 5:00 pm 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 December's presentation slide deck.

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Workday Clinics

HROE Professional Development is continuing to offer several Workday Clinics. There are four sessions designed for HR Liaisons. A short tutorial on the Workday business process will be presented and followed by open lab time. The Employee Information Overview clinic is designed for all employees at TAMU. For a list of topics and the schedule, please visit: <http://training.tamu.edu/schedule#TAMUWorkdayTraining>.

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Division of HROE Staff Meeting on Wednesday, January 24

All staff in the Division of Human Resources and Organizational Effectiveness (HROE) will be out of the office attending a meeting the afternoon of Wednesday, January 24, from 2:30pm-5:00pm. The HROE office in GSC Suite 1201 will be open and student assistants will be available at the front desk to answer basic questions, take messages, and collect packages. All emails/calls will be returned the following business day.

Please mark your calendars and plan ahead for any assistance you may need from our departments. We will resume normal business hours on Thursday, January 25.

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Nominations Due January 24 for the President's Meritorious Service Awards

The President's Meritorious Service Awards Program nomination period is open and accepting nominations through Wed., January 24. Please consider nominating one of our deserving Aggie Staff for an individual, supervisor, or team award. Visit employees.tamu.edu/pmsa for the new award nomination process, updated criteria, and honoree eligibility. All members of the Aggie Community are welcome to make nominations.

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Division of Human Resources
& Organizational Effectiveness

Questions? 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

HR LIAISON
NETWORK
MEETINGS:

TBD