HR LIAISON NETWORK NEWS

January 2, 2018 | Share the following information within your departments as appropriate.

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

PAYROLL SERVICES

PAYROLL REMINDERS

January 2:

- Monthly Pay Day

January 5:

- Biweekly Pay Day

January 12:

- Timesheets and Workday HR/payroll business processes affecting January 19 biweekly payroll due at 4pm

Processing Schedules
Payroll Reports

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

Recruiting in Workday

When filling an open position, the recruiting process will create a pre-hire record for the person being hired for the position. If the candidate did not complete the recruiting process using Workday, a pre-hire record will need to be created for them. As part of creating the pre-hire record, a check should be done to ensure a pre-hire record does not already exist for the candidate you want to hire. There are several ways to check for a pre-hire record, each noted below.

1. Click in the Search Bar on the top left of the Workday screen, type at least the first three characters of the first and last name and hit enter. If you see that name or a similar name appear in the generated list click on the name to get more details. **Tip**: On the Search Results screen, click "*All of Workday*" to ensure you are searching the entire Workday database. Make this your default search by clicking your name at the top right corner, **My Account** à **Change Preferences**. Under **Search Preferences** à *Preferred Search Category*, enter **All of Workday**.
2. Use the Hire Employee Business Process. Click on Existing Pre-Hire radio button and enter the name of the new hire in the space provided. Check if the name appears in the list and select the appropriate name.

Additional tips for Hiring Employees

1. All employees have a Pre-Hire record. When working with a current employee, make sure you always select the Employee record, not the Pre-Hire record.
2. **Job Change** should be used if a current System employee is transferred to a new position. Do not use the Hire Employee process or create a pre-hire record.
3. **Job Change** à **Add Job** should be used if a current employee is hired for a *second* position. Do not use the Hire Employee process or create a pre-hire record.

Please check the **Hire Job Aid** for complete information to create the pre-hire record. Job aids can be found online through Single Sign On àWorkday Help.
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Faculty Hiring
Questions related to faculty hiring should be referred to Maria Murphy at the Office of the Dean of Faculties & Associate Provost. This includes matters related to faculty recruiting in Workday.
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Workday Clinics
HROE Professional Development is offering several Workday Clinics this week and next. 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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On Call Hours in Workday
A change request is being initiated to update eligibility rules regarding On Call hours in Workday. Currently, the following TAMU departments are setup to use On Call hours – Cyclotron, Vet Med Teaching Hospital, Preclinical Studies and UPD. If your department needs to utilize On Call hours, please notify workday@tamu.edu by Friday, January 5.
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Cost Center Approver Role
One Cost Center Approver is assigned to each salary account in FAMIS based on the following logic:

1. Use the EPA primary signer desk approver (FAMIS Screen 921/923)
    - If more than 1 is designated, use the lowest UIN in the list
2. If not found, use the responsible person on the account
3. If not found, use the department head of the sub-department (or department if there is no sub-department)

To update the Cost Center Approver, the **change will need to be made in FAMIS** which will update Workday through an integration process. Examples include:

- New accounts will have cost centers created
- The following change to Screen 008/052 will cause nightly change records to be sent to Workday.
    - Accounts whose account analysis (AA) went from a payroll account to a non-payroll account or vice versa
    - SRS accounts whose responsible accountant changed
    - Changes on other account attribute screens also cause change records to be sent to Workday.

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Training Compliance Reports for January – As of January 1, 2018
Attached are the monthly compliance reports for System-required employee training: 1) Required Employee Training Assignments Report, and 2) Required Employee Training Departmental Progress Report. The latter report lists, by ADLOC/Departments (M Workstation), the completion and past due percentages on all five required courses.

Summary
- 86 (51%) of the 170 M Workstation ADLOCs have 100% of employees up-to-date or current on training assignments.
- The total number of past due assignments decreased 27.3% from 2079 to 1511.
- The total number of past due employees decreased 26.9% from 1040 to 760.
- The total number of past due Faculty employees decreased 15.2% from 283 to 240.
- The total number of past due Budgeted Staff employees decreased 43.5% from 184 to 104.
- The total number of past due Wage Staff employees decreased 32.1% from 268 to 182.
- The total number of past due Graduate Assistant employees decreased 36.2% from 58 to 37.
- The total number of past due Student Worker employees decreased 20.2% from 247 to 197.

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 – 98.4%
  - Ethics – 98.3%
  - Information Security Awareness – 97.4%
  - Orientation to the A&M System – 99.2%
  - Reporting Fraud, Waste and Abuse – 98.8%
  - Required Training for Athletics Task Workers – 90.0%

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PAYROLL SERVICES

Paying Employees for Past Pay Days

EPAs were replaced by business processes in Workday. An employee will receive payment after all affecting business processes are completed in Workday. The retro process in Workday will pay employees who missed a payroll due to an incomplete business process on the next available pay day.

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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