



HR LIAISON NETWORK NEWS

January 22, 2018 | Share the following information within your departments as appropriate.

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS / PAYROLL SERVICES

[Academic Pay Period Adjustments](#)

[Transitioning Graduating Students to Program Aide in Workday](#)

[Hire Business Process: Avoid Creating Duplicates in Workday](#)

[Recruiting Notes](#)

[General Workday Reminders](#)

[Cost Center Approver Role Reminder](#)

[Supplemental Payments - UPDATE](#)

[Workday Open Forum, Thursday, January 25](#)

[Nominations for PMSA Extended through Friday, January 26](#)

[EAP Employee Enhancement Newsletter](#)

WELLNESS WORKS!

[On Campus Wellness Exam](#)

[Become a WELL Leader Today](#)

PAYROLL REMINDERS

January 24:

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

January 29:

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

February 1:

- Monthly Pay Day – regular salary, emoluments, one-time supplemental payments, allowances and/or refunds

February 2:

- Biweekly Pay Day – regular salary, emoluments, one-time supplemental payments, allowances and/or refunds

[Processing Schedules](#)
[Payroll Reports](#)

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS / PAYROLL SERVICES

Academic Pay Period Adjustments

Academic Pay Periods - Annual Work Period and Disbursement Plan Period – are used to distinguish a continuous period of time in months during which an employee is working and is assigned an annual compensation. Texas A&M, including the HSC, have an opportunity to request additional Academic Pay Periods to be added within Workday. The currently configured Academic Pay Periods are available for review at <https://employees.tamu.edu/workday/using-workday/> in the HR Liaison section under Tools for Go Live and Beyond.

If there is a need for additional Academic Pay Periods, please submit the following details to workday@tamu.edu by **Friday, January 26**.

- Number of Months for the Academic Pay Period
- Academic Pay Period Start Month

- Academic Pay Period Start Day
- Academic Pay Period End Month
- Academic Pay Period End Day
- Expected Headcount
- Notes

All requested pay periods will be evaluated by the System Project Team to determine if new Academic Pay Periods would be required for a majority of System Members and meet tenant management goals.

[Top](#)

Transitioning Graduating Students to Program Aide in Workday

Historically, departments have been given the ability to preserve working relationships with graduating student workers by transitioning them into a temporary Program Aide title. In our legacy systems, this process would have been accomplished by a transfer into a newly created Program Aide position in Canopy. With Workday, the process is simpler. Rather than processing two actions (a transfer out and a transfer in), HR Liaisons may initiate one single process: [Change Job](#). By running this process in Workday, the liaison may change the employee's Job Profile to indicate the correct title, and they will also be given the opportunity to ensure that compensation data is correct and an opportunity to change source funding accounts if needed. Change Job allows for all of these small changes in one action without having to transfer the student employee into a new PIN. The Change Job process can be used to process actual transfers from one PIN to another, or it can be used to change the title and pay information of an employee. So this robust business process could be used to either transfer a Student Assistant into a vacant Graduate Assistant title, or it could be used to simply transform the Student Assistant into that Graduate Assistant.

[Top](#)

Hire Business Process: Avoid Creating Duplicates in Workday

It is extremely important to do a search in Workday for an applicant before creating a Pre-Hire record using the Hire business process. If the record does not exist, create a new Pre-Hire record for the applicant. If a record exists then use that Pre-Hire record to hire the applicant; otherwise, a duplicate Pre-Hire record will be created which will cause errors.

[Top](#)

Recruiting Notes

Internal Hires – internal applicants are current TAMU System employees. If an internal applicant is selected to fill a current job requisition in Workday, please ensure that the internal applicant completes the entire Recruiting Business Process. Once the **Hire** process begins, you will be prompted to use the Change Job to move the internal applicant to their new position. Please **do not initiate** a Change Job process outside of the Recruiting Process.

An Applicant needs a Position – to successfully recruit, interview and select an applicant, you must have a position for that person to occupy. The position does not have to be vacant at the time you initiate the Recruiting process, however, to hire that person, the position will need to be vacant. If a position previously approved in PATH is now being filled in Workday, please ensure that position exists in Workday. If it does not, please use the Create Position and note in the comments that this position was previously approved and provide the HR Tracking Number.

Progressing through the Recruiting Process – to ensure applicants move through the process, it is important to complete the steps sent to you through the Workday Inbox. Ideally, applicants should be taken through the steps in the following order: Initial review, screening, interview, reference check, offer, background check. Once the background check is completed and updated, the applicant can be moved to the Ready for Hire status. Moving the candidate to another step before the background check is completed and updated can result in the applicant never being Ready for Hire status.

[Top](#)

General Workday Reminders

- Try to use effective dates that coincide with the beginning of a pay period for position changes.
- When updating a costing allocation that has a 9/1/2017 start date in Workday, change the start date to 12/1/2017 to avoid routing errors to a Cost Center Approver.

[Top](#)

Cost Center Approver Role Reminder

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.

[Top](#)

Supplemental Payments - UPDATE

With the implementation of Workday, supervisory organizations (ADLOC/departments) will no longer prepare paper forms to send to Payroll Services for extra and/or supplemental pay for their own employees. They will now use the Workday business process of "Request One-Time Payment" to directly enter payments. 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 due to Workday functionality.

Continue to utilize the Biweekly & Monthly Supplements and Agreement for Supplemental Compensation forms, along with other supporting material such as memos & letters, to send to other supervisory organizations when their employees do extra work for your supervisory organization. Unlike before, if your supervisory organization allows a faculty, staff or student employee to do extra work for a different supervisory organization only the employee's 'home supervisory organization' can process the extra work by initiating and completing the "Request One-Time Payment" process in Workday. *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. Make sure your forms are signed by your departmental approver or department head as required for supplemental pay approval. Paper approvals at the 'home supervisory organization' level are not needed as the "Request One-time Payment" business process will route electronically to the research partner, faculty partner, their department head and their executive approver as needed before dropping to the payroll system. The only extra approval needed is OGAPS for Graduate assistants working over 50%. Please file back-up material in your employee's departmental record for audit purposes.

[Top](#)

Workday Open Forum, Thursday, January 25

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

The Workday Open Forum is scheduled for 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.

[Top](#)

Nominations for PMSA Extended through Friday, January 26

The period to submit nominations for the President's Meritorious Service Award has been extended through Friday, January 26, at 5:00pm. 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.

[Top](#)

EAP Employee Enhancement Newsletter

Read the latest issue of the Deer Oaks Employee Assistance Program (EAP) Employee Enhancement Newsletter for January 2018 for information about:

- Online Seminar "Everything in Its Place: Getting Organized"

- Legal Consultation
- TEN LITTLE THINGS That Can Make a Big Difference in Your Marriage
- Tips for Families Who Want to Volunteer

Learn about these helpful topics and more from your EAP. Download the newsletter from employees.tamu.edu/eap/deer-oaks-newsletter today! Deer Oaks EAP services are available at no cost to benefit-eligible faculty and staff employees as well as their dependents/household members.

[Top](#)

WELLNESS WORKS!

Please share the following information with employees in your department.

On Campus Wellness Exam

February 1 & 2 | General Services Complex 101BC

Free, quick and confidential preventive health checkups administered by Catapult Health are offered on campus. Appointments are available for employees and their covered spouses enrolled in the A&M Care health plan.

Completion of this checkup qualifies as your annual wellness exam for the purposes of the [Wellness Incentive Program](#). [Register here!](#)

[Top](#)

Become a WELL Leader Today

As part of *WELLNESS WORKS!*, the WELL Leader 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. Are you interested in becoming a WELL Leader for your department or service area? [Apply here!](#)

[Top](#)



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