



# HR LIAISON NETWORK NEWS

January 8, 2018 | Share the following information within your departments as appropriate.

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## TIP OF THE WEEK

- [Charged \\$30 for Medical Coverage](#)

## PAYROLL REMINDERS

January 12:

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

January 19:

- Biweekly Pay Day

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

## Important Workday Tip for Change Job Process to Avoid Pay Errors

- In Workday, the Change Job business process is used to make a variety of changes to an employee, ranging from transferring-in to a new position as an internal hire to reclassifying the employee, to changing the employee's location, or even modifying the employee's percent effort. This business process will launch a guided step-by-step approach to making employee changes. Change Job may be initiated on its own, or it may be initiated automatically as part of the recruitment process for applicants who are already employees of the Texas A&M System.
- **Critical Reminder:** During the Change Job process, regardless of the reason for initiating it, Workday may delete out the salary and/or allowances for the employee. You will know this has happened if Total Base Pay displays as \$0.00. Under the "Salary", "Hourly", or "Allowances" section, if you see a **red X** next to the pay amount, please make sure to click the arrow button on that section to **RESTORE** these amounts. Verify that this has been done by reviewing the Total Base Pay section. Total Base Pay should *never* be \$0.00 or else the employee will not get paid.

- If you discover that a Change Job action has been approved in which the Total Base Pay was not restored, and now displays as \$0.00, please submit an email to [workday@tamu.edu](mailto:workday@tamu.edu) immediately so that we can submit an administrative correction. The Request Compensation Change business process can also be used to correct the pay, but since that would require workflow and approval routing, we recommend submitting a correction to [workday@tamu.edu](mailto:workday@tamu.edu) instead.

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### **Employees with Multiple Positions in Workday**

Currently, Workday does not have functionality to allow us to restrict time off approval steps to only the primary manager. For employees who have multiple positions, the time off requests will be sent to all managers/supervisors in Workday (time off requests will appear in all managers' inboxes). Only the manager/supervisor of the "leave eligible" position should approve the leave requests through the Workday Inbox. We have requested new functionality from Workday on this known gap and will communicate future changes as they are made.

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### **HR Contacts Should Initiate Termination Processes in Workday**

Please take note that HR Liaisons (HR Contacts in Workday) should initiate the termination process in Workday, instead of the Manager, for any employees including student workers. If the employee's Manager initiates the termination, the off-boarding tasks that are triggered in Workday will route to HR Partners in HROE, rather than to the departmental HR contact. Such off-boarding tasks include collecting keys, terminating network access and other steps that are usually completed in the department. Be sure to follow your usual off-boarding departmental checklists and please remind Managers, even those who supervise student workers, that the HR Liaison in the department should be the one initiating the termination process.

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### **Creating an Affiliate Logon to SSO for a New Hire**

SSO supports logons for any person associated with the A&M System who has a valid Universal Identification Number (UIN), known as an Affiliate logon. New employees need SSO access to complete their onboarding tasks in Workday. The email generated from Workday to a new employee with their SSO logon information is not currently working as anticipated.

If you are hiring a new employee, they can be given an Affiliate logon within SSO. The following steps should be used to create an Affiliate logon:

1. Use SSO's Affiliate search function to find the person in SSO
2. Enter the person's current email address and save it
3. Reset the person's SSO password:
  - a. Take note of the one-time password in case the person does not receive it via email
4. Ensure the new employee clicks the "*New Employees – Set up your password*" link (found just below the submit button) to logon for the first time.

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### **Uploading Documents for New Hires (When Using the Workday Recruiting Process)**

For all new employees hired using Workday Recruiting (not PATH), please ensure all recruiting documents are sent to the HROE Recruitment Department using the Hiring Documents Upload form. These documents can be any or all of the following:

1. Screening Matrix
2. Interview Documentation
3. References
4. Notes/Emails/Narratives
5. Selective Service
6. Credentials/Licensure Verification

Documents can be in a variety of formats including PDF, Word, Excel or PowerPoint. The link to the document upload website is below. Please follow the instruction on the website.

<https://apps.tamuds.tamu.edu/SecureUpload/hiring-documents>

If you recruited and hired your new employee using a job posting from PATH, please continue to follow the document upload procedures found in PATH.

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### **Termination Date Changes**

When you start a separation (termination) business process in Workday, you must enter the employee's termination date differently than our prior EPA process. With the prior EPA process, you entered the day *after* the employees last day worked as their termination date. **In Workday, the Termination Date and Pay Through Date fields should be the actual termination / retirement date.** The *Last Day of Work* may be the same or different.

Example: A department enters 1/1/2018 for both the *Termination Date* and *Pay Through Date* fields and 12/31/2017 as the *Last Day of Work*. The separating employee would be paid for 1/1/2018 along with benefits for the month of January. If the true termination date was 12/31/2017, this date should be used in all three fields thus the final pay check would reflect pay through 12/31/2017 not 1/1/2018.

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### Workday Business Process Initiation

As a reminder, many business processes can be initiated by multiple security roles including Manager. The *primary initiator should continue to be the departmental HR Liaison* (HR Contact, Recruiting Coordinator, Absence Partner, Timekeeper, Talent Analyst).

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### Request for New Supervisory Organizations

When an active employee will begin supervising others for the first time or a new employee being hired into a newly created position will be a supervisor, a new supervisory organization must be created so the employee can have the manager role assigned to them. Please send your requests to [payrollprocessing@tamu.edu](mailto:payrollprocessing@tamu.edu) and include the employee's name, UIN number, and the first date they will be supervising others. This is a multi-step process in Workday, so please allow sufficient time for the business process to complete. You will be notified when the new supervisory organization is ready.

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### Moving Employees Within an Organization

HR Contacts have the ability to initiate a change in the reporting structure within an organization. For example, Aggie Employee reports to Reveille Admin currently in Workday but Sarge Manager is her actual supervisor. The HR Contact can move Aggie Employee to Sarge Manager's supervisory organization by following the steps detailed within the Move Workers (Supervisory) job aid available in [Workday Help](#) on the SSO menu.

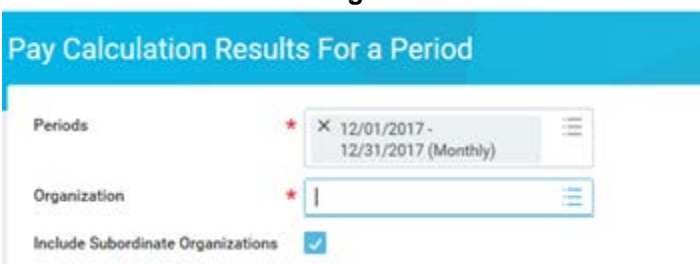
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### Workday Replacement Report for BVDs

With the implementation of Workday, the Budget Verification Document (BVD) no longer exists. Instead, HR Contacts may review the report called ***"Pay Calculation Results for a Period"*** which includes similar information to what was previously provided in the BVD, but not identical information. It is recommended that departments run this report **before and after** payroll calculates to ensure that all the employees in their respective units are paid correctly.

Steps to run this report:

1. Click in the Search Bar on the top left of the Workday screen and type, **Pay Calculation Results for a Period**
2. Select the period (i.e. as noted below)
3. Next, enter the Supervisory Organization (i.e. 02120045 Payroll Services (Danny Grimes)) and check the box **Include Subordinate Organizations**



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### Workday General Reminders

- HR Liaisons can check to see what roles they have by typing "my supporting roles" in the Workday search box. If you need to make changes to security roles, please send the new HR Liaison Designation Form found [here](#) to [hrnetwork@tamu.edu](mailto:hrnetwork@tamu.edu).

- There are a variety of job aids available at [Workday Help](#) that HR Liaisons can use to complete day-to-day tasks. These job aids are updated periodically, so please ensure that you refer to the online version for the most current information.
- All Workday related questions for Texas A&M and the Health Science Center need to be submitted to [workday@tamu.edu](mailto:workday@tamu.edu); the TAMU 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. If you need to follow up on a question that was previously submitted to [workday@tamu.edu](mailto:workday@tamu.edu), please resend your previous email (from your sent items box) and ask for an update. To avoid causing further delays, please do not email 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.

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### **Retiree Processing**

Please ensure any current retirement processing is completed in Workday by the end of business on Wednesday, January 10.

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### **Final BPP Inactive Wage Report**

The final December 2017 Inactive **Wage** Employee Report from BPP is now available on the Payroll Services imaging system ([imgweb.tamu.edu/finance\\_dept/](http://imgweb.tamu.edu/finance_dept/)). The report can be reviewed to give you the opportunity to terminate inactive wage employees from your supervisory organization in Workday.

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### **Payroll Website Updates**

Please see the “Spotlight” section on the home page of Payroll’s [website](#). We have basic information on the following topics; we will be providing more detailed information soon.

- [Useful Reports](#)
- [Pay for Hours Not Submitted December 3-16](#)
- [Monthly Paid Allowances](#)
- [Supplemental Payments](#)
- [Lump Sum Update](#)

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### **Workday Open Forum – Wednesday, January 17**

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

The next Workday Open Forum will be held Wednesday, January 17 from 9:30-11:00am in Rudder 601. 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 Texas A&M. For a list of topics and the schedule, please visit: <http://training.tamu.edu/schedule#TAMUWorkdayTraining>.

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### **31<sup>st</sup> Annual President's Meritorious Service Awards**

A campus-wide message was distributed last week announcing that nominations are now open for the 31<sup>st</sup> Annual President’s Meritorious Service Awards. President Michael K. Young presents these awards to recognize and reward staff members for their meritorious service to our great university. Please consider nominating one of our deserving Aggie Staff members during the nomination period, Wednesday, January 3, through Wednesday, January 24. Visit [employees.tamu.edu/pmsa](http://employees.tamu.edu/pmsa) for the new award nomination process, updated criteria, and honoree eligibility.

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## WELLNESS WORKS!

Please share the following information with employees in your department.

### 2018 Winter Interim Schedule

The FREE Winter Interim fitness sessions for Texas A&M University faculty and staff employees will be available January 2 until January 12. Check out class times and locations [here](#)! Stay tuned for the full spring 2018 fitness schedule beginning on January 16.

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### Active for Life: Chronic Disease Self-Management Workshop Informational

Presented by Center for Population Healthy and Aging

**Tuesday, January 9 | 11:00 a.m. - 12:00 p.m. | General Services Complex (GSC) Room 101C**

WELLNESS WORKS! and the Texas A&M Center for Population Health and Aging invite you to attend an informational about the FREE, 6-week program that was developed at Stanford University to teach adults strategies to empower and improve overall well-being. Self-management workshops complement clinical care and are evaluated and approved by the CDC. This workshop is designed for anyone (and/or their support person) with on-going conditions such as diabetes, arthritis, high blood pressure, heart disease, depression, overweight, high cholesterol or chronic pain.

To register for the workshop informational click [here](#).

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### Juggling your Personal & Professional Life? The Texas A&M Work/Life Program can help.

Presented by Deer Oaks EAP Services

**Wednesday, January 17 | 12:00 p.m. – 1:00 p.m. | Memorial Student Center 2406**

The Deer Oaks Employee Assistance and Work/Life Program is a FREE service provided by Texas A&M University to benefit-eligible faculty and staff employees as well as their dependents/household members. We invite you to join us for an orientation seminar to learn about the benefits now available through the expanded Texas A&M University Work/Life Program provided by Deer Oaks. New services include identity theft protection consulting, financial planning advice, concierge work/life support and more. Register for this informational on [TrainTraq](#).

Deer Oaks EAP Services available at 888-993-7650 or [www.deeroakseap.com](http://www.deeroakseap.com).

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### 2018: Your Year to Greater Health & Happiness

Presented by Dr. Patricia Sulak

**Thursday, January 18 | 11:00 a.m. – 12:00 p.m. | General Services Complex 101A**

WELLNESS WORKS! invites you to attend an educational and interactive workshop to learn tips on navigating and troubleshooting your wellness journey. Dr. Patricia Sulak, founder of **Living WELL Aware**, will demonstrate how her newly released journal, **My Journey to Living WELL Aware**, can assist in making lasting positive changes in your life. Dr. Sulak will also discuss tips on incorporating healthy eating habits into a busy schedule including a discussion on protein shakes and the importance of a healthy gut.

To attend the live event, register [here](#).

Limited copies of **My Journey to Living WELL Aware** will be available at the workshop on a first come basis or by contacting WELLNESS WORKS! at [wellness@tamu.edu](mailto:wellness@tamu.edu).

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## TIP OF THE WEEK

Q: My pay stub in Workday shows I am being charged \$30 for medical coverage which has historically been covered by the employer so it should be \$0. Can you remove this charge?

A: You'll notice that you are getting a credit of -\$30 for Wellness Credit [shown as (30.00) for taking the wellness exam] so this means you are NOT being charged for medical. The \$30 shown for medical is what you would pay if you did not have the wellness exam credit.

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A blue graphic element consisting of two overlapping triangles pointing upwards, with the text "WELLNESS WORKS!" in white capital letters inside the right triangle.



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)

HR LIAISON  
NETWORK  
MEETINGS:

TBD