



HR LIAISON NETWORK NEWS

July 16, 2018 | Share the following information within your departments as appropriate.

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS / PAYROLL SERVICES

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PAYROLL REMINDERS

July 16:

- #18-23 Current Timesheets, Workday BP Approvals, Lump Sum Payouts & Supplements due at 11:00am
- #18-23 Pay Calculations Results Report available at 12:00pm

July 17:

- Timesheets locked; only Timekeepers can update
- Run Timekeeper Reports
- #18-23 Pay Calculation Results Report refreshed at 10:00am

July 18:

- Monthly **RETRO** business process approvals due at 5:00pm

July 19:

- Monthly Pay Calculation Results Report available at 12:00pm

July 20:

- **Biweekly Pay Day**
- Monthly Pay Calculation Results Report refreshed at 10:00am

July 23:

- Monthly Pay Calculations Results Report refreshed at 10:00am
- Monthly Lump Sum Payouts & Supplements due at 11:00am

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

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS / PAYROLL SERVICES

New Comment Template – Temporary Staff Positions

Classification and Compensation has created a new Workday Comment Template to assist departments who need to create a temporary staff position to transfer a retiring or terminating employee to while their replacement is being trained. These temporary positions will look just like any other staff position and will mirror the terminating employee's position description exactly, ensuring that these actions are resolved with minimal process time. The new template can be found on the [Job Changes](#) page and [Classification and Compensation Resources](#).

For additional information on this template's usage, please contact Classification and Compensation at 979.845.4170 or hrcomp@tamu.edu.

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Job Aid Changes – Week of July 9, 2018

- *Create Evergreen and Post Job* – removed steps from the evergreen except for initial review and screen
- *Job Application* – updated to new user interface; updated the disposition reasons that were repetitive and corrected the details about the degree verification that can go to both internal and external candidates in the process
- *Onboarding Processes by Security Role* – removed the *To Do for the Absence Partner* to update or confirm time off service dates as this is now an integration and added a note about what happens when it is a non-employee benefits only during change job
- *Manual Advance* – updated user interface and streamlined steps showing how to directly move it along without going to View Worker History Category; added further explanation to some fields

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Workday Update – July 12, 2018

- Recruiting (Recruiting Coordinator, Managers)
 - Disposition reasons renamed to make them clearer for users
 - Internal Candidate – needs to reapply through Workday
 - External Candidate – needs to reapply through Career Site
 - Candidate offer notification updated to say “In addition, please notify the hiring manager or other HR Contact with your decision.”
- Time Tracking (Employees, Managers, Timekeeper)
 - Warnings added to time sheets to alert employees (and others) when the employee has not been assigned to a pay group or when certain Onboarding steps have not been completed; these warnings will not prevent the employee from entering or submitting time, nor will it prevent managers from approving time
 - The name on time blocks created based on events added to the holiday calendar has been changed from “Paid Holiday” to “Paid Holiday / Early Release”

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Reminder: Applicant Initial Review Process Change

Effective today, July 16, 2018, Recruiting Coordinators no longer have to wait on HROE Recruitment to review applicants. Instead, **Initial Reviews** will be done by HR Liaisons assigned the Recruiting Coordinator role for all posted job requisitions within their area of responsibility. This process will apply to any applicant in the **Initial Review** stage for any open job requisition within their area of responsibility regardless of when the job requisition was posted.

For an overview of the Recruiting Business Process with links to detailed instructions for performing the **Initial Review**, click [here](#).

In addition, departments/units are now required to email HROE Recruitment at jobs@tamu.edu to obtain clearance for candidates prior to a candidate's move to the **Offer or Background Check** stage in Workday. Failure to do so could result in delays in the hire process.

Questions about this process change should be sent to jobs@tamu.edu.

Applicant Process

1. Please move your candidates using the Tasks that come in through your Workday Inbox. Recruiting Coordinators please be aware that the Hiring Manager will receive the tasks to Screen candidates and to Setup the Interview Team. If the Hiring Manager wants you to perform these tasks for him or her, please ensure the Business Processes or tasks are delegated to allow you access to the tasks in the inbox. Some Business Processes to delegate are: Hire; Interview; Offer; Proposed Compensation Hire; Ready for Hire; Screen
2. When hiring student workers, please ask the student if they are currently working or intend to work elsewhere on campus or within the TAMU System. Students who have been hired by another department, College or TAMUS member will possibly impact your ability to successfully enter them into Workday. This applies to current and future student workers.

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Paid Holiday / Early Release Not on Timesheet

In order to get the time blocks to create for early release, paid holidays and inclement weather events the calculations need to run on the time sheet. These calculations run automatically when employees enter/update time. If an employee

does not have worked time to enter or update (paid time off, holidays all week) or they entered all time prior to the event being added to the calendar, they should Run Calculations on their time sheet. You can find the option to "Run Calculations" in the Enter Time menu at the bottom left of the employee's time sheet. The time sheet needs to be submitted and approved for the time to pay.

Alternatively, Timekeepers can choose to run calculations for everyone or groups of individuals.

Run Time Calculations for a Date Range:

1. Search for Run Time Calculations for a Date Range report.
2. Select the workers for whom you'd like to run calculations.
3. Enter Run Frequency [Run Now].
4. Enter a Request Name.
5. Select a Start Date and End Date to define the date range for calculations.
6. Click OK to run process.

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New Team PhD Payroll Processor

Tiona Araguz has recently joined Gale Wisby on Team PhD. She can be reached through our shared email at payrollprocessing@tamu.edu. Tiona looks forward to working with her team's liaisons and departmental contacts.

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Warnings Added to Time Sheets

Warnings have been added on time sheets to alert employees (and others) when the employee has not been assigned to a pay group or when certain Onboarding steps have not been completed. These warnings will not prevent the employee from entering or submitting time, nor will it prevent managers from approving time. However, if an employee has not been assigned to a pay group they will not be paid with the pay calculation. Please monitor the employees' business processes to ensure expected pay results will occur.

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HROE Ticketing System (UPDATED LINK)

HROE has recently migrated shared email boxes to a ticketing system (hrnetwork@tamu.edu, benefits@tamu.edu, jobs@tamu.edu, hrcomp@tamu.edu, etc.). This ticketing will help us better manage inquiries as well as improve communication and services with you, our customers. To assist you in identifying where to direct your inquiry, we have created a guide (found [here](#)) with sample inquiry types and the respective HROE department to contact. To further enable timely service, please keep in mind the following:

- Address your email to **only one department** and include the **Inquiry Type** in the subject line.
- Please **do not** copy multiple departments (cc) as this may unnecessarily delay a response.
- Once the ticket is closed, please do not respond back with thank you – it reopens the ticket.

Questions regarding the ticketing system may be directed to HR-feedback@tamu.edu.

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WELLNESS WORKS!

Please share the following information with employees in your department.

Eat Well, Be Well! Being Mindful of Diet Fads

Presented by Meghan Windham, MPH, RD, LD |Registered Dietitian
Tuesday, July 24 | 11am – 12pm | General Services Complex 101A

It is common during summer to search for ways to lose weight fast, and diet fads offer the promise of speedy results with minimal effort. Unfortunately, this is not always what is best for our overall health. So what is the best way to form our diet in a manner that will help us to meet our goals? **WELLNESS WORKS!** invites you to join us as Meghan Windham, Registered Dietitian at Beutel Health Center, presents **"Eat Well, Be Well."** We will discuss one of nutrition's most popular topics: fad diets. In this insightful presentation, Windham will share the science behind these diet trends and present strategies to maintain a healthy, holistic approach to nutrition.

A blue graphic with a white mountain-like shape at the top, containing the text "WELLNESS WORKS!" in white capital letters.

To attend the live event, [register here](#). Access the live video stream on [TTVN](#).

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EAP Employee Enhancement

What's in a Label?

Food labels can sometimes be tricky to understand. What is the difference between “fortified” and “enriched” or “natural” and “organic?” It is important to learn how to make sense of these nutrition labels in order to maximize the health benefits from your diet.



Your Employee Support Program can help with:

- Articles on food labeling and nutrition
- Audio on nutrient-dense foods and healthy options
- FAQs on fat grams, coffee calories, and butter vs. margarine
- Resource link to a healthy eating quiz

Learn more about these helpful topics and more from your EAP. [Download the 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.

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Summer Fitness Session Schedule

The Summer fitness schedule for Texas A&M University faculty and staff employees will occur May 29 through August 3. Check out class times and locations [here!](#)

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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

View the
[HR Liaison Network
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