



HR LIAISON NETWORK NEWS

July 22, 2019 | Share the following information within your departments as appropriate.

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

[Wellness Incentive Special Notice!](#)

[Dual Employment Reminder](#)

[Workday Services Education for August](#)

[New Class Offering July 24 - Workday: Employee Essentials](#)

PAYROLL SERVICES

[Save for Summer Resources](#)

[New Supervisory Organization Report](#)

WELLNESS WORKS!

[Wellness Happenings for July](#)

[Upcoming Events](#)

ANNOUNCEMENTS

[New Student Employment Office Supervisor Workshop](#)

PAYROLL REMINDERS

July 22:

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

July 23:

- Monthly Pay Calculation Results Report refreshed at 10:00am
- Current Monthly Workday BP Approvals due at 5:00pm

July 24:

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

July 25:

- #19-24 **Retro** Timesheets & Workday Retro BP Approvals due at 5:00pm

July 29:

- #19-24 Current Timesheets, Workday BP Approval, Lump Sum Payouts & Supplements due at 11:00am
- #19-24 Pay Calculation Results Report available at 12:00pm

[Payroll Processing Calendar Key Processing Schedules](#)

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

Wellness Incentive Special Notice!

Please share the following article with employees in your department.

It can take 6 to 8 weeks from the time you complete BOTH your [annual wellness exam](#) AND the [health assessments](#) for the claim to process and the incentive to show on your MyEvive account **AND** in Workday. Please check back to review your incentive status on July 31, at the close of [Open Enrollment](#). Employees should proceed with completing

Open Enrollment in Workday as soon as possible rather than waiting until the incentive is credited. We appreciate your patience and understanding.

Also, several employees received the following email announcement from A&M System Benefits Administration regarding their Health Insurance Premium credit.

An Announcement from A&M System Benefits Administration

We noticed you and/or your spouse may not be receiving the lowest rate on your health insurance premium

As of June 2019, we have not received confirmation that you and/or your spouse will receive wellness credit for the FY20 plan year which begins September 1.

By completing an annual wellness exam and taking the MyEvive Health Assessment*, you and your spouse can save \$30 each on your health insurance premium in the FY20 plan year.

This email announcement was based on Wellness Credits received by Evive as of June 2019. Employees who received this message should follow the instructions below:

1. Individuals who completed BOTH their [annual wellness exam](#) AND the [health assessments](#) **AFTER June 1, 2019** should wait another 2-3 weeks to check back in MyEvive to review their wellness incentive status.
2. Individuals who completed BOTH their [annual wellness exam](#) AND the [health assessments](#) **before June 1, 2019** should send an email to wellness@tamu.edu with the employee's/spouse's name, UIN, a screen shot of their MyEvive checklist, and the dates they completed the tasks.

**Note: The alternate health assessment (HA) available on Well onTarget through Blue Access for Members (BAM) can also count toward your wellness credit. If you choose to take the Well onTarget HA, the credit will show in Workday and will not show in MyEvive.*

[Top](#)

Dual Employment Reminder

For both the *Dual Employment Template* and/or *Agreement Form*, the primary department (and other departments if the employee already has multiple jobs) need to be in agreement regarding the new additional employment. The department(s) where the employee currently works at can deny the employee's additional job.

The *Add Additional Job* business process must be approved by HR and successfully completed in the system prior to the employee commencing additional employment at Texas A&M University. The Dual Employment Agreement Forms must be submitted to HR for review prior to the employee commencing additional employment in a State position.

For questions regarding dual employment for student and staff positions, contact Classification and Compensation at 979.845.4170 or by email at hrcomp@tamu.edu. Resources on Dual Employment may be found at <https://employees.tamu.edu/compensation/job-changes/>.

[Top](#)

Workday Services Education for August

The following Workday Services webinar is available to all, but content will focus on the security roles listed below the webinar description.

Workday 33 Preview | August 29, 2019 | 9:00-10:00am

This Workday 33 Preview session will provide an overview of what to expect from the new Workday release! More details regarding specific enhancements you can look forward to will be provided in mid-August. *Note: This educational session will be repeated September 3 at 1:30pm.*

Target Audience: All administrative and supporting partner, and departmental roles who use Workday to conduct business

Link to Meeting: <https://tamus.webex.com/tamus/j.php?MTID=m9b3547d2cfd5f3cf5cf51a13bbb96262>

Password: Workday

[Top](#)

New Class Offering July 24 - Workday: Employee Essentials

Please share with your new employees that we have a new class offering called [Workday: Employee Essentials](#), where employees can learn to use and navigate the essential components of Workday. The first session will be held Wednesday, July 24 from 1:30 to 3:30 p.m. in the General Services Complex. All employees are welcome, and can register online at: <https://training.tamu.edu/Courses/Detail/3411>. Please note that this employee class does not require the Statement of Responsibility (SOR) form nor any prerequisites, so employees can register up until the day before the class. If you have questions, please contact PDinfo@tamu.edu.

[Top](#)

PAYROLL SERVICES

Save for Summer Resources

Saves for Summer Information & Resources have been consolidated on Payroll Services [website](#) on the dark grey toolbar at the top of the home page. The new resource page consolidates information, frequently asked questions, and the interactive form. The interactive form is also available on our [Forms](#) page. Please forward this information to your less than 12-month annual work period faculty and staff.

[Top](#)

New Supervisory Organization Report

A new report – Empty Supervisory Organization – is available to return supervisory organizations with no positions and/or no workers. An initial run by Payroll Services returns over 800 empty for TAMU overall. These empty organizations should be investigated by departmental staff to see if inactivation is needed. Instructions for inactivation are located in the [Supervisory Organization FAQ](#) section on Payroll Services website.

[Top](#)

WELLNESS WORKS!

Please share the following information with employees in your department.

Wellness Happenings for July

Check out our monthly newsletter [here!](#)

A blue graphic with a white mountain-like shape containing the text "WELLNESS WORKS!".

WELLNESS WORKS!

Upcoming Events

- **Summer Kickball League**
WELLNESS WORKS! has again partnered with the Department of Recreational Sports to host a Summer Coed Kickball League for Texas A&M University faculty and staff. Support your colleagues and join us at the Penberthy South Intramural Fields, beginning Tuesday, July 9 and Thursday, July 11. Game times include 6:30pm, 7:15pm, 8:00pm, and 8:45pm.
Click [here](#) for more information about the league!
- **FREE On-Campus Financial Consultations – Click [here](#) to RSVP**

[Top](#)

ANNOUNCEMENTS

New Student Employment Office Supervisor Workshop

The Student Employment Office is offering a new, free training workshop for student employee supervisors that will focus on utilizing the [Jobs for Aggies](#) job board to post part-time student employment opportunities. During this hands-on workshop you will have the opportunity to create your posting in the job board, so please bring one or two position descriptions with you. Tips and Tricks on attracting qualified applicants will also be shared. This workshop will take place July 24, 2019 from 9:00am to 10:30am at the General Services Complex Computer Lab Room 2500. Sign up early as seating is limited. [Register 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/liasons

View the
[HR Liaison Network
News Archive Online](#)