



# HR LIAISON NETWORK NEWS

July 23, 2018 | Share the following information within your departments as appropriate.

## HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS / PAYROLL SERVICES

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## HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS / PAYROLL SERVICES

### Benefits Fairs & Open Enrollment Meetings

Make plans to attend the Open Enrollment Meetings and stop by to visit with our Benefit Services staff, insurance vendor representatives and others in the Vendor Exhibit Hall at the Benefits Fairs. Register for door prizes and pick-up some give-away items. View [Benefits Fair Flyer](#) for meeting schedule and fair details.

- **BENEFITS FAIRS**
  - **Thursday, July 26 and Friday, July 27 | 10:00am – 2:00pm**
    - General Services Complex, 101A | 750 Agronomy Road | College Station
- **OPEN ENROLLMENT MEETINGS**
  - **Wednesday, July 25 | 1:00 – 3:30pm**
    - Health Science Center | 8447 Riverside Parkway, Bldg. 1000 LL38 | Bryan
  - **Thursday, July 26 | 12:00 - 3:30pm**

## PAYROLL REMINDERS

July 23:

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

July 24:

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

July 25:

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

July 26:

- #18-24 **RETRO** Timesheets & Workday Biweekly Retro Approvals due at 5:00pm

July 30:

- #18-24 Current Timesheets, Workday BP Approvals, Lump Sum Payouts & Supplements Due at 11:00am
- #18-24 Pay Calculations Results Report available at 12:00pm

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

- General Services Complex, 101A
- **Friday, July 27 | 9am - 1:30pm**
  - General Services Complex, 101A

Visit the [Open Enrollment webpage](#) for details about important change for FY2019, Steps for Open Enrollment in Workday, view premiums, plan description booklets, insurance carrier presentations, and more.

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### Updated Pay Schedules and Calendar

The System Office has updated end of fiscal year biweekly processing and removed pay period 18-27 (8.26.18 thru 8.31.18) and changed pay period 19-1 from a five day period (9.01.18 thru 9.08.18) to a full ten day period (8.26.18 thru 9.08.18). With Workday, we no longer have the two special shorter periods associated with fiscal year rollover. An updated Fiscal Year 2018 Biweekly Pay Schedule and updated August 2018 Payroll Processing Calendar are now available on [payroll's website](#). Additionally, the Fiscal Year 2018 Monthly calendar has been updated with a corrected due date. Please review these updates and make note of the new deadlines.

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### Reported Time Report Updated

Timekeepers – please note the Reported Time Report has been updated so that hourly terminated employees are included if they have time worked in the date range entered. A correction was made to the *Modified By* column that exclude managers listed on the time block because it is “Awaiting Action” of their approval. The actual last person to modify the time will be displayed on the report.

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### Payroll Services Email

Payroll Services requests that all questions, issues for review, scanned forms and documents or other matters be sent to our shared email at [payrollprocessing@tamu.edu](mailto:payrollprocessing@tamu.edu) rather than emailing a processor individually. Even though you may be used to working with a particular processor, if they are emailed individually but are out of the office, a response to your item will be delayed or may miss being included with the current payroll calculation. Your assistance is appreciated.

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### Recruiting/Hiring Process Tips

*Special Requests for Job Requisitions* - When creating a Job Requisition, use the *Additional Job Description* field, (found directly below the *Job Description* field in the Job Requisition), to communicate special instructions, supplemental questions or other information pertinent to the Job Requisition. The Additional Job Description field will not appear on the Job Requisition when posted.

*Reminder: Move Applicants Using Tasks* – Please move your candidates using the Tasks that come in through your Workday Inbox. If the Hiring Manager wants you to perform these tasks for him or her, please ensure the Business Processes or tasks are delegated by the Hiring Manager 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

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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.

Registration for the live event is full, but you can get on a waitlist [here](#). Otherwise, access the live video stream on [TTVN](#).

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**Naturally Slim® is Now On-Demand**

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

**WELLNESS WORKS!**

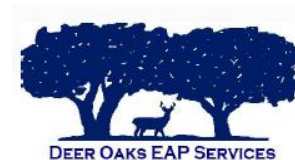
Learn how to lose weight and improve your health while eating the foods you love! *WELLNESS WORKS!* is happy to announce that **Naturally Slim**® on-demand is here! Employees now have the option to apply for the program at any time of the year! This online program helps change how you eat instead of what you eat. Plus, you will improve your health and reduce your chance of developing a serious, chronic disease, like diabetes or heart disease. And, it's **free** for employees/retirees and spouses enrolled in the A&M Care, 65 PLUS or J plans! Visit the FAQs found [here](#) and apply at [naturallyslim.com/tamus](http://naturallyslim.com/tamus) today!

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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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## Employee Health and Wellness Fair – SAVE THE DATE!

*November 8 | Student Recreation Center*

*WELLNESS WORKS!* invites all faculty and staff employees to *Save the Date* for the 2018 Employee Health & Wellness Fair to be held on November 8 at the Student Recreation Center. The fair will be a come and go, conference-style event with lunch provided at the keynote session! Additionally, participants will be able to:

- Get a flu vaccine
- Participate in a sleep demonstration
- Attend employee fitness sessions
- Attend presentations on various health topics and innovations in wellness
- Win prizes
- And more!

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Division of Human Resources  
& Organizational Effectiveness

**Questions?** [HRnetwork@tamu.edu](mailto:HRnetwork@tamu.edu) | 979.862.4153 | 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](http://employees.tamu.edu/liaisons)

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