



HR LIAISON NETWORK NEWS

July 30, 2018 | Share the following information within your departments as appropriate.

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS / PAYROLL SERVICES

- [Job Aid Changes – July 23, 2018](#)
- [Workday Update – July 26, 2018](#)
- [New Employee Welcome \(TAMU NEW\) Session Wednesday, August 8 – Please Register by Friday, August 3](#)
- [Dual-Employed Pay Result Notes](#)
- [Recruiting/Hiring Process Tips](#)

WELLNESS WORKS!

- [FREE Financial Counseling On Campus](#)
- [NEW Fitness Session Schedule](#)
- [Interpersonal Clubs](#)
- [Chronic Disease Self-Management Workshop Series](#)
- [Employee Health and Wellness Fair – SAVE THE DATE!](#)

PAYROLL REMINDERS

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

July 31:

- Timesheets locked; only Timekeepers can update
- Run Timekeeper Reports
- #18-24 Pay Calculation Results Report refreshed at 10:00am

August 1:

- Monthly Pay Day

August 3:

- Biweekly Pay Day

August 9:

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

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

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS / PAYROLL SERVICES

Job Aid Changes – July 23, 2018

- *Change Job* – statement added in important information section about the effective date for an individual moving from biweekly to monthly

[Top](#)

Workday Update – July 26, 2018

- Recruiting (Recruiting Coordinator)
 - Added reason “Unable to Contact Candidate” to Interview, Offer, and Background Check steps of Recruiting business process
 - The reason “Pool contains sufficient candidates not requiring immigration-related employment sponsorship” has been added to all relevant steps (Screen, Interview, Offer, Reference Check, Background Check)
- Staffing (HR Contact, Absence Partner)

- Edited Help text in Passports and Visas business process to indicate that if a Visa does not have an identification number to enter the word 'None'
- Onboarding business process updated – automated the entry of the Time Off Service Date for new employees in the Hire process; the To Do Update Time Off Service Date step now only triggers for instances of a non-employee benefits only worker, such as surviving dependent, who becomes employed through Change Job; if the integration fails for an employee, the Absence Partner will receive a notification to manually enter the date
- New Academic Pay Period – four month Academic Period added, starting January 16 through May 15, to accommodate Spring Semester faculty appointments
- Mass Cancel To Do in Termination Business Process
 - performed a mass process to cancel the pending To Do Update Contact Information step in Termination that triggers to Employee as Self and Terminee as Self for which the terminating employee did not take action
 - cancellation was performed for all termination processes completed December 1, 2017 through June 30, 2018
 - process will be performed on a monthly basis until a modification is put into production to replace the To Do step
- Time Tracking (Timekeeper)
 - 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 to excluded 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

[Top](#)

New Employee Welcome (TAMU NEW) Session Wednesday, August 8 – Please Register by Friday, August 3

Please forward this information to all hiring supervisors and encourage them to register their new employees. The next session of *New Employee Welcome (TAMU NEW) Session* will be held Wednesday, August 8 from 9:30am to 2:00pm (lunch included) in the General Services Complex. All employees welcome. Employees can register online at: <http://training.tamu.edu/schedule/#EmployeeOrientations>. If you would like to hold a seat for an incoming employee who is not yet on TrainTraq, please call 979.845.4153.

[Top](#)

Dual-Employed Pay Result Notes

- If an employee is dual employed in more than one pay group (one position is monthly and another position is biweekly) and they retroactively update & submit hours after the timesheet locked for paycalc, the Workday retro process is not able to pick-up the correction nor do the missed hours appear on any reports payroll services checks. It is important for these employees to keep their timesheet current and monitor their pay slips. Employees should notify their department liaison of the omission, so the department can work with payroll services to manually add the missed hours on the employee's next regularly scheduled payday.
- If a primary position is placed on leave and the employee has a secondary biweekly position, even if the manager approves a timesheet for secondary work before deadline, the status on the timesheet doesn't say approved and bi-weekly pay results don't pull in. There are two ways to fix. The best option is for the primary position to be changed (such as from 12-month to 9-month) and rescind the Leave request. This will allow the hours to be paid and the hourly position will not have the On-Leave indicator. Another option that will work (but is not the first choice) would be to make the hourly position into the primary position. The employee will still be On-Leave and they will not be leave eligible if they were before. This option is faster, but you will probably have to switch the positions back in the future. Neither option will impact benefit eligibility.

[Top](#)

Recruiting/Hiring Process Tips

Evergreen Requisitions – Evergreen requisitions are a way to advertise one time for several job openings. The Evergreen requisition is created using a job profile or several similar job profiles (not specific positions) and posted for applicants to apply. Applicants can then be assessed and matched with the positions attached to the Evergreen that most closely matches their particular skills and experience.

Supplemental Questionnaires – Supplemental questions help clarify the education and experience of candidates to ensure they meet the minimum qualifications for the position to which they are applying. In addition they can be used to ascertain whether a candidate meets a specific preferred qualification if desired. These are best asked as Yes or No questions and should be limited to one or two questions. Please refrain from requesting several questions which require open ended answers as these are typically more suitable for the interview process.

[Top](#)

WELLNESS WORKS!

Please share the following information with employees in your department.



FREE Financial Counseling On Campus

- Presented by Lincoln Financial Group
Wednesday, August 1 | 9:30am – 1:30pm | GSC 1203
- Presented by TIAA Financial Group
Tuesday, August 7 & Wednesday, May 8 | 8:30am – 4:30pm | GSC 1203

Both Lincoln Financial and TIAA offer Texas A&M employees FREE one-on-one consulting meetings with their financial/retirement advisors in the HROE offices in the [General Services Complex](#), Suite 1201. Let these professionals help you learn how to take control of your financial health!

RSVP for your meeting:

- [RSVP with a Lincoln Financial Consultant](#)
- [RSVP with a TIAA Financial Consultant](#)

[Top](#)

NEW Fitness Session Schedule

FREE August Interim sessions for Texas A&M faculty and staff employees will occur August 6 – August 24. For a list of class times and locations, [click here!](#) Look out for the 2018 Fall Fitness classes that begin on August 27.

[Top](#)

Interpersonal Clubs

WELLNESS WORKS! is working with a number of campus resources to establish affinity groups for Texas A&M faculty and staff employees. Let us know what type of clubs you would be interested in joining by participating in [this survey!](#) Your feedback will allow us to offer a variety of programs tailored to you!

[Top](#)

Chronic Disease Self-Management Workshop Series (6-week Commitment)

Presented by Center for Population Health and Aging

Beginning Wednesday, September 3 & Ending Wednesday, October 8 | 11:00am - 1:30pm | GSC Room 101B

Register for a FREE Active for Life® Self-Management Program. This workshop is for anyone living with an ongoing health condition such as arthritis, high blood pressure, heart disease, lung disease, diabetes, depression and obesity. Active for Life® Self-management workshops compliment clinical care and were evaluated and approved by the Center for Disease Control with positive and lasting results. Workshops meet for six weeks every Monday for about 2.5 hours. Participants will learn how to:

- Find practical ways to deal with pain, fatigue, and stress
- Dealing with difficult emotions
- Make informed treatment decisions
- Discover better nutritional and exercise choices, understand decision making processes and learn how to get a good night's sleep
- Find better ways to talk to their doctor and family about their health
- Set weekly action plans, problem solve health issues, and get needed support



**Please plan to attend all six sessions and bring your lunch!*

To register for this workshop, please contact Rachel Foster at rfoster@tamhsc.edu or 979.436.9353 no later than **Friday, August 31.**

[Top](#)

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!

[Top](#)



Division of Human Resources
& Organizational Effectiveness

Questions? 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

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