



# HR LIAISON NETWORK NEWS

June 11, 2018 | Share the following information within your departments as appropriate.

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## PAYROLL REMINDERS

June 14:

- #18-21 **Retro** timesheets & Workday **retro** BP approvals due at 5pm

June 18:

- #18-21 Current timesheets, Workday BP approvals, lump sum payouts & supplements due at 11am
- #18-21 Pay Calculation Results Report available at 12pm
- Monthly **retro** BP approvals due at 5pm

June 19:

- Timesheets locked; only Timekeepers can update
- Run Timekeeper Reports
- #18-21 Pay Calculation Results Report refreshed at 10am
- Monthly Pay Calculation Results Report available at 12pm

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## HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS / PAYROLL SERVICES

### Job Aid Changes – Week of June 4, 2018

- *My Save for Summer Balance – Report (Faculty)* – new name and updated name of report for S4S; original job aid was called Save 4 Summer (S4S)
- *Complete Open Enrollment (ESS and Partners)* – new job aid for open enrollment

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### Workday Update – June 7, 2018

- Absence Management (Absence Partner)
  - New Time Off Created – Reduce / Lapse Administrative Time Off adjustment created; available through the Maintain Accrual task
- Benefits (HR Contact)
  - Change Job business process updated so the Change Benefits Election step triggers as expected to the employee when changing from a non-benefits eligible position to benefits eligible position
- Staffing (HR Contact)
  - Updated Personal Information Change business process to require selection of gender to remove significant errors and negative implications for TRS, state and other required reporting

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## Workday Reminders

- **A new user interface** for the web application of Workday was put into production on June 7, making the mobile and web experiences more alike as well as improving accessibility. One noticeable difference is that action buttons that were originally **green** (submit, finalize, etc.) are now **orange**. Visit [employees.tamu.edu/workday/home/](https://employees.tamu.edu/workday/home/) for more information.
- **A new Workday course – 2113475: Working in Workday** – is now available in TrainTraq to introduce Employees and Managers to Workday basics, navigation, self-service and support. It is not required but highly recommended for new Employees who will use Workday to manager their HR, payroll and benefits needs.
- Several **Workday eLearning courses** will no longer be available in the near future; visit [employees.tamu.edu/workday/](https://employees.tamu.edu/workday/) to view the list of courses being retired.
- Instructions were updated for **“Find Your HR Liaison/Representative”** at [employees.tamu.edu/findliaisons](https://employees.tamu.edu/findliaisons) so employees can find HR Liaisons with specific *Workday* roles. Also, HR Liaisons can follow steps to find other HR Liaisons who support employees outside of their units.

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## Important Merit Process Information

In preparation for the merit process in Workday, merit plan assignments will be added this week for faculty and staff in Workday. The merit plan will show on the employee’s compensation tab under their salary plan. *This is merely showing an eligibility for a plan for the purposes of including the employee in the process; it is not a guarantee that a merit award will be given.* An employee will be able to see the plan assignment but not the target percentage. Managers and HR Contacts can also view the merit plan assignment on an employee’s compensation tab. Please note that there is no action item at this time in relation to the merit plan assignments. Since this information will become visible in Workday this week, we wanted to make you aware of it. Stay tuned for additional information about task items as the merit process gets closer to initiation.

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## HR Liaison Network News Subscriptions

All employees have access to the weekly HR Liaison Network News – through their departmental [HR Liaisons](#), via the HR Liaison Network News [archive](#), or by sending an email to [HRNetwork@tamu.edu](mailto:HRNetwork@tamu.edu) to subscribe. If you know of someone in your department who could benefit from receiving the weekly distribution, please share this information with them.

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## HR Liaison Roles in Workday

As partners of the Human Resources organization, HR Liaisons play an important role with considerable responsibility and visibility. *Absence Partner, HR Contact, Recruiting Coordinator, Talent Analyst and Timekeeper* are departmental Workday roles associated with the HR Liaison role. Any staff member with one or more of these Workday roles are to be formally designated as an HR Liaison to ensure proper usage/access within Workday for Texas A&M University. To retain access, a completed [HR Liaison Designation Statement of Responsibility](#) form must be on file with HROE. Audits will begin in the near future to ensure compliance.

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## Monitor Workday Business Processes for Completion

It is very important for anyone involved in a Workday business process to **monitor its status to ensure timely completion.**

For example, if the **Termination** business process gets held up due to a task awaiting action, there can be downstream impacts on benefits and pay. Workday is setup to pay an individual based on their assigned Annual Work / Disbursement Plan Period. Therefore, if the **Termination** business process is *not successfully completed in a timely manner, the employee could continue to receive pay even if the termination date (including last day of work and pay through date) has come and gone.*

Anyone who has the necessary security role assignments can see business process history in an employee’s Worker History as well as the business process history for the organizations you support. Process history can be viewed via the Inbox Archive (task you took action on) or from the worker record (**Employee Profile → Actions → Worker History → View Workday History by Category → Select Business Process → Process Tab**). Review the *Business Process History* job aid available in [Workday Help](#) for details.

Additionally, HR Contacts have the ability to run the report, **Business Process Transactions of Type Awaiting Action**, to view in-progress business processes. We recommend that you run this report daily to follow up on outstanding items in your unit.

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## Recruiting/Hiring Process Tips

- **“Ready for Hire” notification** – when a Ready for Hire notification comes to you, it is for information only. It is a notification that your applicant has been moved to that status, but there is nothing for you to do. The Hire Process will be initiated automatically for ALL applicants recruited through a Job Requisition in Workday. **Please do not initiate a Hire Process.**
- **Is My Job Requisition Still Posted?** – This is a common question that can easily be answered as follows:
  - Search for the Job Requisition in the *Global Search Bar* (i.e. R-001234)
  - Click on Job Requisition in Search Results
  - Click on Job Postings tab
  - If posting information shows under **Current** tab, the Job Requisition is still posted. If nothing shows under the **Current** tab the Job Requisition is unposted. Click the **Historical** tab to see posting history.

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## Report Verification

It is imperative that all departments generate and review the **Pay Calculation Results for a Period** report every biweekly and monthly payroll. These reports are the Workday equivalent of former BVD and TimeTraQ reports and will show you who is getting paid on a particular payday. Initiation of a business process is not assurance that expected pay results are populating as part of the employees paycheck. More information is available on payroll services website in the Tools section; the link is listed as [Report Verification](#).

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## Timing of Reclassifications, Promotions and Transfers

Payroll Services continues to hear of expected pay result problems each pay calculation related to the timing of reclassification, promotions and transfer of active employees, **especially when moving from biweekly to monthly paid**. Many departments have traditionally tied these actions to be effective on the 1<sup>st</sup> of a month; this is an issue in Workday, as it puts the employee in 2 different pay groups in the same biweekly period, causing problems with their ability to submit their final timesheet, and is resulting in both underpayment and overpayments to employees.

***A department will greatly increase the chance of an employee being paid properly in both positions if they have the effective date of the change be the first day of a current biweekly pay day, rather than the 1<sup>st</sup> of a month.*** This will allow the employee to be able to fully close out their biweekly term before moving to their monthly designation. Please refer to [Important Info for Liaisons – HR Contacts](#) on the Payroll Services website for more information; we are asking your assistance to educate others in your department who are involved with reclassification, promotion & transfer decisions.

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## Updated – Open Enrollment Benefits Fair and Meetings

Open enrollment for benefits is held annually in July. As we approach this year’s process, which will take place in Workday, more communications will be sent to employees and information will be posted to the HROE website as it becomes available. Please mark your calendars now to attend the *Benefits Fair* (an opportunity to visit with the insurance carriers directly along with vendors associated with the PerksConnect employee discount program) and *Open Enrollment Meetings* for Texas A&M and HSC Bryan/College Station locations.

### Benefits Fair

General Services Complex, 101A | 750 Agronomy Road | College Station, TX 77843

- *Thursday, July 26 and Friday, July 27 | 10:00am – 2:00pm*

### Open Enrollment Meetings

Health Science Center | 8447 Riverside Parkway, Bldg. 1000 LL38 | Bryan, TX 77807

- *Wednesday, July 25 | 1:00 – 3:30pm*

General Services Complex, 101A | 750 Agronomy Road | College Station, TX 77843

- *Thursday, July 26*

12:00pm	Annual Enrollment Overview <b>for Retirees</b>
12:30pm	Express Scripts <b>for Retirees</b>
1:00pm	BlueCross BlueShield <b>for Retirees</b>
2:00pm	Annual Enrollment Overview
2:30pm	Express Scripts
3:00pm	BlueCross BlueShield

➤ Friday, July 27

9:00am	Annual Enrollment Overview <b>for Retirees</b>
9:30am	Express Scripts <b>for Retirees</b>
10:00am	BlueCross BlueShield <b>for Retirees</b>
12:00pm	Annual Enrollment Overview
12:30pm	Express Scripts
1:00pm	BlueCross BlueShield

Watch for more details posted at <https://employees.tamu.edu/benefits/enrollment> as information becomes available.

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### Calendar Updates

The August 2018 Payroll Processing Calendar is now available on the [Payroll Services website](#). Additionally, the Monthly Pay Schedule for Fiscal Year 2018 has updated due dates. Please share with others in your department.

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### WELLNESS WORKS!

*Please share the following information with employees in your department.*

#### FREE Financial Counseling On Campus

*Presented by TIAA Financial Group*

**Tuesday, June 12 & Wednesday, June 13 | 8:30am – 4:30pm | GSC Suite 1201 Room 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](#)

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#### FREE Wellness Exams On Campus

*June 19, 20, 21 | 8:00am – 5:00pm | General Services Complex 101*

Free, quick and confidential preventive health checkups administered by Catapult Health will again be offered on campus for employees and their covered spouses enrolled in the A&M Care health plan. [Register here!](#)

Completion of a Catapult Health checkup will qualify as your annual wellness exam for the purposes of the Texas A&M System Wellness Incentive Program. The target deadline to have your annual wellness exam completed is by June 30. Check your wellness exam incentive status on [MyEvide](#) and remember, completing the annual wellness exam will ensure that you have the lowest rate for your health insurance premiums. Visit the [Wellness Incentive Program webpage](#) for more information.

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#### Build Momentum in Your Journey to Living WELL Aware

*Thursday, June 28 | 11:00am – 12:00pm | General Services Complex 101A*

Mark your calendars to learn how you can troubleshoot common problems in maintaining a healthy lifestyle and the power of a Personal Mission Statement. Dr. Patricia Sulak, founder of Living WELL Aware, will share how she developed and uses her mission statement and will help attendees construct their own. Don't miss this enlightening presentation as we continue Living WELL Aware at Texas A&M!

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

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#### EAP Employee Enhancement Newsletter for June

Read the latest issue of the Deer Oaks Employee Assistance Program (EAP) Employee Enhancement Newsletter for information about:

- Online Seminar Reminder: *Improve Your Health with Proper Ergonomics and Frequent Movement*
- Is Your Child Ready for Camp?
- Family Caring Project
- What Do You Do 100 Times a Day?

- Super Fruits & Seeds
- Three Ways to Stop Wasting Money in 2018

Learn 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 Co-Ed Kickball for Faculty & Staff

**WELLNESS WORKS!** has once again partnered with the Department of Recreational Sports to bring a Summer Co-Ed Kickball League to Texas A&M University faculty and staff employees this summer! Form your team and join us for a co-ed, recreational or competitive level league! Registration will open at the end of June. Regular season games will be played mid-July through early August. No league experience is necessary for the recreational league! Registration fees will be paid by **WELLNESS WORKS!**

**\*\*\*Team Roster Rules:**

- Teams must have a minimum of 10 and a maximum of 16 team members total in order to register (maximum of 24 teams will be participating; assigned on first-come, first-served basis)
- Teams may not have more than 5 of one gender on the field at any given time
- Team rosters must be made up of at least 75% benefit eligible faculty and staff

Stay tuned for campus emails and the [WELLNESS WORKS! website](#) for additional league details and registration!

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## ANNOUNCEMENTS

### Inside B/CS: A Briefing by Community Leaders 2018

*Please pass this on to employees in your department.*

Are you a new resident in Bryan/College Station, a key personnel or management level executive who is either new to the community or have recently increased their responsibilities? Then the Bryan/College Station Chamber of Commerce invites you to "Inside B/CS: A Briefing by Community Leaders 2018" Wednesday, June 27, 8am-4:30pm at the Bush Presidential Library and Museum. The event is also open to anyone seeking an update on current community issues, opportunities available in the area, and encourages participants to choose an area of interest for active involvement. Topics to be discussed by key community leaders include: higher education, local and county government, local economy, education, criminal justice, health care, arts and recreation, social services, local history, and transportation. For additional information or to register, please contact Jordan Prihoda at [jordan@bcschamber.org](mailto:jordan@bcschamber.org) or 979. 260.5200.

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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)

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[HR Liaison Network  
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