



HR LIAISON NETWORK NEWS

June 18, 2018 | Share the following information within your departments as appropriate.

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS / PAYROLL SERVICES

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PAYROLL REMINDERS

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** business process 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

June 20:

- Monthly Pay Calculations Results Report refreshed at 10am

June 21:

- Monthly Pay Calculations Results Report refreshed at 10am
- Monthly lump sum payouts & supplements due at 11am

June 22:

- Monthly Pay Calculation Results Report refreshed at 10am
- Current monthly Workday BP approvals due at 5pm
- **Biweekly Pay Day**

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

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS / PAYROLL SERVICES

Important Merit Process Dates

Several important dates in the merit process are upcoming and will have an impact on the business processes of *Change Job* and *Request Compensation Change*. These two business processes, if currently in progress in Workday, must be completed in Workday **by 5 p.m. on June 25** for the Workday merit process to initiate accurately. If there is a pending *Change Job* or *Request Compensation Change* for an employee still in progress after 5 p.m. on June 25, the

department will be notified to take action as soon as possible (no later than July 3) or **the process will be cancelled in Workday and will have to be re-initiated at a later date**. The employee is also at risk of not being included in the merit process if the merit plan could not be added due to a pending business process.

Limiting these two business processes between the initiation (June 25) and launch (July 9) in Workday is necessary to assure that the Workday merit process proceeds with accurate compensation data. The merit process does not restrict the ability to initiate other common business processes during this time, such as *Edit Position Restrictions*, *Create Position* or *Assign Costing Allocations*. If you have any questions about the Workday Merit Process, submit to merit@tamu.edu and watch for updates at <https://employees.tamu.edu/compensation/fy19-comp-resources/>.

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Job Aid Changes – Week of June 11, 2018

- *Contract Contingent Worker* – updated information regarding the need for the Supervisory Organization that houses the contingent worker to be assigned the Job Staffing Model; other improvements made as well
- *Hire* – updated graphic to remove fields that were optional and not in scope; added note about the new requirement for the Pay Rate
- *Change Job* – added an important note about the need to skip the Assign Costing Allocation task when no changes are needed; fixed an error in who receives this task when the worker is not changing supervisory organizations
- *Managing Your Inbox* – updated to remove directions that no longer reflect navigation using the new user interface
- *Managing Work Experience* – retired due to non-usage

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Workday Update – June 14, 2018

- Compensation (HR Contact)
 - Compensation Plan Allowance Assignments with Academic Pay Period – TAMUS Report now includes the Employee ID (UIN) to help with comparisons to data outside of Workday
- Staffing (HR Contact)
 - Added validation to require Pay Rate Type (Hourly or Salary) in initiation of the Hire business process to assure pay rate type is assigned for employees who will be paid through Workday payroll
 - Edited the Hire business process to hide the following fields that are not needed by users:
 - Work Shift
 - Company Insider Types
 - Workers Compensation Code Override
 - Workers Compensation Code from Job Profile
 - Added notification to HR Contact security role when the Onboarding business process triggers to newly hired or rehired employees with same notification as that sent to Manager
 - Added validation to Contact Change business process to require primary home address country to be United States, same as done in pre-hire profile for Hire; this will reduce non-U.S. country script from being entered which causes errors in integration files to insurance vendors and state reporting

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Compensation or One-Time Payment?

Before Workday, departments sent paper forms to Payroll Services for data entry. The forms included Supplements for employee's extra pay not considered part of their base annual salary, Awards to Faculty, Staff or Student Workers, and Withholding on Non-Salary Compensation Items. In Workday, HR Contacts in the department initiate business processes to pay employees for these payments. How do you know if the extra pay is a one-time payment or part of compensation? See the attached document which clarifies what business process to use; the information will be available on the [Payroll Services](#) website soon.

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Moving Expense Update

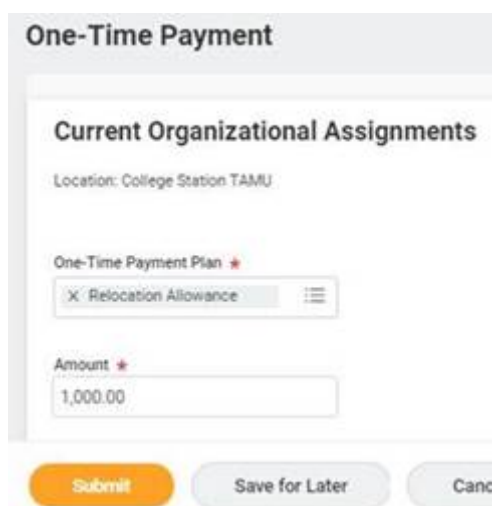
The moving expense section of the disbursement manual has been updated and is available at <https://disbursement.tamu.edu/purchase/tax-issues/moving-expenses/>. Please contact aggiebuy@tamu.edu if you have any questions.

All employee moving expenses are to be paid as an allowance through payroll (unless the employee is not yet available/onboarded in Workday, see below for instructions paying via AggieBuy) and must be paid from local funds. No state funds may be used. Allowances are considered taxable income to the employee. Allowances will be reduced by the applicable federal income tax and FICA deductions. With the implementation of Workday, supervisory organizations (ADLOC/departments) will no longer prepare paper forms to send to Payroll Services for extra and/or supplemental pay

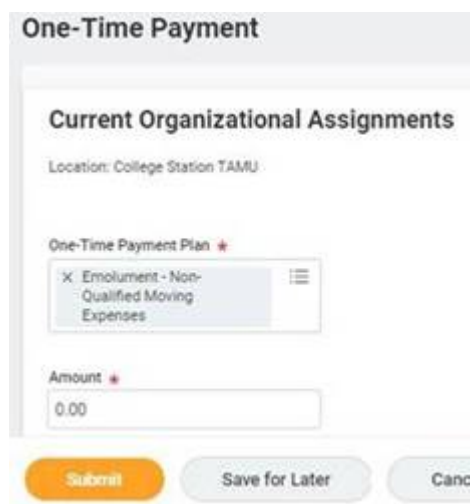
for their own employees. They will now use the Workday business process of "[Request One-Time Payment](#)" to directly enter payments. Please select the One-Time Payment Plan of "Relocation Allowance".

Steps to Process Moving Allowance in AggieBuy (only for employees not yet available/onboarded in Workday):

- Have the vendor complete the [Substitute W9 & Direct Deposit Form](#) and then the department can upload the form via the [Vendor Setup Document Upload Web Page](#)
- Once the vendor is established the department can now create the payment request or [non-po based invoice](#) in AggieBuy.
 - Attach offer letter that documents the moving allowance amount to be paid
 - Use commodity code 99900003, which maps to object code 1926 Employee Relocation-Non Qualified W-2 Reportable
- FMO will approve the moving allowance without a request for tax withholding form or Workday one-time payment request documented, since the employee will most likely not be onboarded. It will be the department's responsibility to complete the [One-Time Payment Process](#) in Workday once the employee onboarding is completed. Please be sure to select EMOL:Non-Qualified Moving Expenses (shown below) in the One-Time Payment Plan to be sure another payment is not generated to the employee.
- Reports will be run quarterly for payments made against 1926 to verify/reconcile the amounts entered to tax the employee in Workday.



Paying through Workday



Paying through AggieBuy

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Workday Deep Dive (7/12/208) – Payroll and Retro Pay for HR

All HR Liaisons, especially HR Contacts, are invited to join the Deep Dive hosted by the Workday Services team on **Thursday, July 12 from 1:30-2:30pm** via WebEx. HR Contacts and HR Partners initiate any number of staffing and compensation events that flow through the payroll process, sometimes hitting the Payroll Partner's inbox a little differently than the regular biweekly or monthly payroll processing. Learn how HR and payroll work together through gaining a general understanding of the payroll process.

1. **Go to [WebEx](#)**
2. Enter the event number (see below) and select **Join**
3. Enter your **first name, last name, and email address** (This will allow us to record your attendance)
4. Enter the event password (see below)
5. Select **Join Now** to access the online session

Event number: 921 192 679

Password: KpzRmPFu

Join by Phone: 1.415.655.0003 US TOLL

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WELLNESS WORKS!

Please share the following information with employees in your department.



WELLNESS WORKS!

MyEvide: Your Health Can't Wait Games

June 18-June 29

MyEvide is bringing together all of the campuses and agencies in the Texas A&M University System for the **Your Health Can't Wait** Games. Faculty and staff are encouraged to participate in educational games highlighting upcoming benefit changes prior to Open Enrollment (formerly known as Annual Enrollment). It only takes 2 minutes, so let's play!

What's in it for us? Each unique player will earn \$1 in funding for the [WELLNESS WORKS!](#) program at Texas A&M University!

New to MyEvide? Learn more at <https://wellnessworks.tamu.edu/physical/myevive/>. To register, you will need your ID#, which is the Unique Identification Number (UIN), on your BCBSTX health insurance card (please note both employee and spouse will use the same UIN to register). Download the MyEvide app and use the token code: myevivetamus to get started!

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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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Summer Co-Ed Kickball for Faculty & Staff

WELLNESS WORKS! has 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! No league experience is necessary for the recreational league!

Registration: June 25 at 8:00am - July 2 at 5:00pm

- Fees will be paid by **WELLNESS WORKS!**.
- The first 24 teams to complete the registration process will be accepted into this year's summer league.
- All games will be played on Tuesdays or Thursdays; regular season games begin Tuesday, July 17 & Thursday, July 19.

*****Team Roster Rules:**

- Teams must have a minimum of 10 and a maximum of 16 team members total in order to register.
- 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 additional league details and registration via campus communications and our [website!](#)

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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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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
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