



# HR LIAISON NETWORK NEWS

June 24, 2019 | Share the following information within your departments as appropriate.

## HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

- [Time Change for Ada Green's Retirement Reception](#)
- [Workday Position Description Template Updated](#)
- [UIN/I-9 Update](#)
- [Recruiting – Glassdoor Partnership](#)
- [Performance Management](#)
- [Workday Services Education for July](#)
- [Agenda For the HR Liaison Network Summer Meeting](#)
- [Workday Update – Week of June 20, 2019](#)

## PAYROLL

- [#19-22 Earlier Deadline](#)
- [Biweekly Save for Summer Payout Update](#)

## WELLNESS WORKS!

- [Wellness Happenings for June](#)

## PAYROLL REMINDERS

### June 24:

- Monthly Pay Calculation Results Report refreshed at 10am

### June 26: (*earlier deadline*)

- #19-22 **Retro** Timesheets & Workday Retro BP Approvals due at 5pm

### June 28: (*earlier deadline*)

- #19-22 Current Timesheets, Workday BP Approvals, Lump Sum Payouts & Supplements due at 11am
- #19-22 Pay Calculation Results Report Available at 12pm

### July 1: (*earlier deadline*)

- #19-22 Timesheets Locked; only Timekeepers Can update
- Run Timekeeper Reports
- #19-22 Pay Calculation Results Report Refreshed at 10am
- Monthly Pay Day

### July 5:

- Biweekly Pay Day

- [Processing Schedules](#)
- [Payroll Reports](#)
- [Payroll Processing Calendar Key](#)

## HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

### Time Change for Ada Green's Retirement Reception

The retirement reception honoring Ada Green, Senior Employee Benefits Representative for Human Resources and Organizational Effectiveness has changed time to 2:00 – 4:00pm on Friday, June 28 in GSC 101A. Remarks will be made at 2:30pm. Please join us in wishing Ada well in her future endeavors and congratulating her on nearly 30 years of dedicated service to Texas A&M University.

[Top](#)

### Workday Position Description Template Updated

The [Workday Position Description Template](#) has been updated on the Division of Human Resources and Organizational Effectiveness website. A couple of the changes made to the template includes changes to instructional text, links to compensation resources, adding in the Job Description Summary, and questions about who supervises the position and the supervisory responsibility of the position, if one exists. We recommend using the updated template when creating a new position, updating and reclassifying a position, which provides us more information to help expedite our review.

For questions, please contact Classification and Compensation at 979.845.4170 or [hrcomp@tamu.edu](mailto:hrcomp@tamu.edu).

[Top](#)

### **UIN/I-9 Update**

Got questions about the form I-9? Please visit our [updated website](#) to know when a new I-9 is needed or if a Section 3 can be completed. All inquiries regarding UIN and I-9 processes should be made by emailing [UIN-I9@tamu.edu](mailto:UIN-I9@tamu.edu). **Please note:** Chris Brooks no longer provides support for UIN or I-9 processes.

[Top](#)

### **Recruiting – Glassdoor Partnership**

- *Glassdoor Partnership* – as mentioned last month, HROE has entered into a partnership with the employment and company review website Glassdoor to increase our brand awareness and improve our recruiting effectiveness. This partnership allows Texas A&M University, including the Health Science Center, to advertise and sponsor a limited number of jobs within Glassdoor.

Jobs that have an urgent need, are hard to fill, and/or that have Affirmative Action goals in their job profile are targeted for this sponsorship. If your posting(s) meet this criteria, please email [Carmen Garcia](#) with your request to sponsor, including the requisition number. Please see [Glassdoor partnership](#) on our website for further details.

- *Coming Soon!* - HROE Talent Management conducted a pilot this spring of online Reference Checking services. The results are in and we will soon be announcing our new initiative to increase the speed of reference checking, improve the quality and consistency of reference information and to better assist the hiring decision. More information will be available soon! Stay tuned!

[Top](#)

### **Performance Management**

All Performance Reviews should be completed by now. Any reviews granted an extension should be completed by the approved extension date.

Goals for the 4/1/2019 – 3/31/2020 Performance Period can be entered into Workday now. These goals should have a due date between 4/1/2019 and 3/31/2020 to be included in next year's performance review.

Questions can be sent to [HREvaluations@tamu.edu](mailto:HREvaluations@tamu.edu).

[Top](#)

### **Workday Services Education for July**

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

#### ***Managing Merit in Workday: Training for Partners and Managers | July 31, 2019 | 3:00pm to 4:00pm***

This session will provide an overview of what to expect and how various security roles may participate in the merit process. Workday Services will take you step by step to demonstrate how to propose merit, use reports to monitor the process, maintain merit pools and manage employee participation.

**Target Audience: Managers, HR Partners, Merit Partners**

Link to Meeting: [HERE](#)

**New Password:** WDAY2019

Dial in Audio: 1-415-655-0003

Access Code: 927 644 384

[Top](#)

### **Agenda For the HR Liaison Network Summer Meeting**

Thank you to everyone that has registered to attend the HR Liaison Network Summer Meeting. For your convenience, attached is tomorrow's agenda. We look forward to seeing you!

[Top](#)

## Workday Update – Week of June 20, 2019

Workday Updates have been posted online. This week's updates include new Job Aids, new eLearning, Webinars and updated eLearning. In addition, there are Workday Release Notes on Staffing and Security. Full details about these updates and information are found on the [Workday Weekly Updates webpage](#).

[Top](#)

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## PAYROLL

### #19-22 Earlier Deadline

Due to the TAMU holiday on Thursday, July 4<sup>th</sup>, 2019 the #19-22 biweekly has earlier due dates for retro & current timesheets, lump sum payouts and supplements. #19-22 deadlines are included in this LNN and are also available on Payroll Services [website](#). Please make sure Managers and Timekeepers are aware.

[Top](#)

### Biweekly Save for Summer Payout Update

Please note the updated pay dates for Biweekly Save for Summer balances; the payouts will be now be 7.05.2019, 8.02.2019 & 8.30.2019 rather than the 2<sup>nd</sup> biweekly pay date each month.

[Top](#)

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## WELLNESS WORKS!

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

### Wellness Happenings for June

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

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

#### News/Announcements:

- **MyEvive + Texas A&M University System Summer Wellness Campaign**
  - Learn about your A&M System benefits, play some games, and earn money for your campus or agency's charity of choice (1st Place \$2,000; 2nd Place \$1,000; 3rd Place \$500)
  - To participate in the treasure map games, visit [tamus.myevive.com](http://tamus.myevive.com) each Friday.
- **Eat WELL, Be WELL! Nutrition Series**  
*Presented by Registered Dietician, Meghan Windham*  
**Tuesday, June 25 & Tuesday, July 2 | 12:00 - 1:00 pm | Annex 405 C/D**

WELLNESS WORKS! invites you to join us as Registered Dietitian, Meghan Windham, presents five different nutrition workshops occurring every Tuesday from June 4<sup>th</sup> to July 2<sup>nd</sup>. The **Eat WELL, Be WELL!** Nutrition workshops are developed to teach adults the importance of nutrition in all areas of life. You will not want to miss the information and strategies Meghan Windham shares!

  - **To maximize learning, participation in all five workshops is highly encouraged but not required.**
  - **[Visit our website](#) to access the Zoom Meeting, as we have met maximum live registration capacity for each of these sessions.**
- **New A&M Care Plan Wellness Incentive Requirements**

Enrolled A&M Care Health Plan members and their covered spouses are now required to receive **(1) an annual wellness exam/annual physical AND (2) one of the [Health Assessments](#) offered by The Texas A&M System health partners (MyEvive or Well onTarget)** each benefit plan year by the June 30 deadline to receive the lower wellness premium rate on their health insurance premiums. A premium differential of \$30 per month will be added to the premium for each covered individual (employee and spouse) who does not complete the exam and assessment by **June 30**.

Check wellness incentive status on [MyEvive](#) or download the [MyEvive App](#). If you have questions, email [memberservices@evivehealth.com](mailto:memberservices@evivehealth.com) or call Evive Member Services at 888.208.9470. Visit the [Wellness Incentive Program webpage here](#).

- **Need Help Understanding Your Benefits?**

*Blue Cross Blue Shield Benefits Value Advisors Are at Your Service*

Understanding your health care insurance benefits can be tricky, especially when a doctor orders a procedure. Make a Benefit Value Advisor (BVA) your first call before scheduling a procedure, so they can help you get the best value. Connecting with a BVA is simple: Call the number on the back of your member ID card or find the BVA toll number in your BCBSTX App. From the dashboard, tap “More”, then tap “Contact”.

**Here is what a BVA can do:**

- Help you understand your benefits.
- Give you a cost estimate for certain health care services or procedures.
- Schedule a doctor or procedure appointment.

- **FREE On-Campus Financial Consultations**

Lincoln Financial, TIAA Financial, and AIG Retirement Services offer Texas A&M University employees no-cost, one-on-one consultations with their financial/retirement advisors in the HROE office located in Suite 1201 of the [General Services Complex](#) or the [Memorial Student Center](#) located on the lower level in room L524. RSVP for your meeting:

- **TIAA Financial Group - [RSVP](#)**  
**Wednesday, June 19 & Thursday, June 20 | 8:30am – 4:30pm | GSC 1203**
- **AIG Retirement Services - [RSVP](#)**  
**Tuesday, June 25 | 8:30am – 11:30am | Rudder Tower 709**

[Top](#)



Division of Human Resources  
& Organizational Effectiveness

**Questions?** [HRnetwork@tamu.edu](mailto:HRnetwork@tamu.edu) | 979.862.3191 | 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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