



HR LIAISON NETWORK NEWS

June 4, 2018 | Share the following information within your departments as appropriate.

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PAYROLL REMINDERS

June 4:

- #18-20 current timesheets, Workday BP approvals, lump sum payouts & supplements due at 11am
- #18-20 Pay Calculation Results Report available at 12pm

June 5:

- Timesheets locked; only Timekeepers can update
- Run Timekeeper Reports
- #18-30 Pay Calculation Results Report refreshed at 10am

June 8:

- Biweekly Pay Day

June 14:

- #18-21 Retro Timesheets & Workday Retro BP Approvals due at 5pm

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HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS / PAYROLL SERVICES

Choosing the Right Delegation

Need help with Workday delegations? Visit the *Get Started* section of [Workday Help](#) to review guidelines for choosing the right type of delegation action.

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Recent Job Aid Changes

- *Change Job* – more information provided for changing an employee's location
- *Complete Annual Goal Setting* – new job aid for employees on how to create goals during the Annual Goal Setting process
- *Edit Job Requisition* – Added note about compensation plan being removed

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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.
- **Degree Verification forms** - Completed and signed degree verification forms contain sensitive information that should only be emailed if the document is protected or the sender is using encrypted email. When submitting a

degree verification request to the Recruitment Office, please save the document using VERF in the file name and upload using the Hiring Document Upload Form link found below.

- **Using the Hiring Document Upload Form** - All Recruiting/Hiring Process documents must be reviewed by HROE Recruitment before the Recruitment Office, is able to initiate the Ready for Hire Process. Recruiting/Hiring Process documents include: screening matrix, interview documentation, reference documentation, selective service form (if applicable), and completed degree verification forms. Please do not upload Criminal Background and Degree Verification clearance emails. The following link provides directions to upload documents: <https://apps.tamuds.tamu.edu/SecureUpload/hiring-documents>

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New Employee Welcome (TAMU NEW) Session June 13 – Please Register by Friday, June 8

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, June 13 from 9:30 a.m. to 2:00 p.m. (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.

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Performance Management

Annual performance evaluations for non-faculty employees were due by May 31, 2018. Managers have access to two Workday reports to obtain Performance Evaluation Ratings for employees in their supervisory organization(s).

- **Performance Ratings Distribution** – this report appears in the Team Performance Worklet as a chart showing the overall distribution of ratings in your organization(s). A count of the employees included in the distribution is listed under the legend. Click on the count to display a list of employees, as well as their manager, position, and rating.
- **Review Ratings** – this report is located in the Actions menu in the Team Performance Worklet. The report will show a listing of the organizations, the total number of reviews in each organization, and the average rating in each organization. Clicking on the number in Total Reviews will open a window with a breakdown of each employee in that supervisory organization and their rating. To run this report:
 - Access the Workday Home Page.
 - Click the Team Performance Worklet.
 - Confirm the Team Performance Dashboard loads.
 - In the Actions menu, select Review Ratings.
 - Search for the Organization(s). It is helpful to type in the search window the name of the supervisory organization or the name of the individual who oversees it.
 - Check the “Include Subordinate Organizations” checkbox if you want to include subordinate organizations.
 - Select the template(s).
 - Texas A&M University is using *the Annual: Staff Performance Review (Self Evaluation)* and *Annual: Attachment Only Performance Review (Self Evaluation)* templates.
 - Select a target rating scale (choose Overall Rating Scale).
 - Select the rating(s) to pull (Does Not Meet Expectations, Partially Meets Expectations, Meets Expectations, Exceeds Expectations, Significantly Exceeds Expectations).

If you have any questions or need assistance, contact HRevaluations@tamu.edu or 979.845.4153.

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Training Compliance Reports for June – As of June 1, 2018

Attached is the monthly Required Employee Training Assignments Report for System-required employee training. Due to technical issues, the Departmental Progress Report will not be produced this month. Please check TrainTraq for pending assignments for your department’s employees. If you have questions, please contact TrainTraqHelp@tamus.edu

Summary

- The total number of past due assignments decreased 5.1% from 1787 to 1696.
- The total number of past due employees decreased 10.3% from 922 to 827.
- The total number of past due Faculty employees decreased 4.5% from 269 to 257.
- The total number of past due Budgeted Staff employees decreased 39.1% from 174 to 106.
- The total number of past due Wage Staff employees decreased 13.1% from 275 to 239.
- The total number of past due Graduate Assistant employees increased 25.0% from 20 to 25.
- The total number of past due Student Worker employees increased 8.71% from 184 to 200.

Required Employee Training Compliance Key Performance Measure

- Percentage of employees in M Workstation ADLOCs up-to-date or current on five required courses:
Creating a Discrimination-Free Workplace, EEO – 98.1%
Ethics – 98.2%
Information Security Awareness – 96.8%
Orientation to the A&M System – 99.1%
Reporting Fraud, Waste and Abuse – 98.7%
Required Training for Athletics Task Workers – 87.1%

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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. See attachment for more details.

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Save the Date for 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 our website as it becomes available. Please mark your calendars now to attend one of the Open Enrollment Meetings or Benefits Fairs.

Bryan/College Station Location - TAMU and HSC:

- Vendor Presentations – Thursday, July 25, 1:00 to 3:30 p.m., Health Science Center, 8447 Riverside Parkway, Building 1000 LL38, Bryan, Texas 77807.
- Benefits Fair and Vendor Presentations - Thursday, July 26 and Friday, July 27, Benefits Fair from 10:00 a.m. - 2:00 p.m. at the General Services Complex, 101A, 750 Agronomy Road, College Station, Texas. You will have the opportunity to visit with the insurance carriers directly along with vendors associated with the PerksConnect employee discount program. Vendor presentations will be held in the afternoon on Thursday and morning/afternoon on Friday. Stay tuned for presentation times and details.

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WELLNESS WORKS!

Please share the following information with employees in your department.

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 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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FREE Financial Counseling On Campus

- Presented by Lincoln Financial Group – **Wednesday, June 6 | 9:30am – 1:30pm | GSC Suite 1201 Room 1203**
- 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 5, 6 & 7 | 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!](#) Catapult Health will return for wellness exams June 19, 20, 21.

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 [MyEvive](#) 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

Dr. Patricia Sulak | 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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Summer Co-Ed Kickball for Faculty & Staff

WELLNESS WORKS! has 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 July! Form your team and join us for a co-ed, recreational level league! No league experience is necessary! Registration fees will be paid by *WELLNESS WORKS!*.

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

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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/liaisons

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