



# HR LIAISON NETWORK NEWS

March 18, 2019 | Share the following information within your departments as appropriate.

## HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

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## PAYROLL REMINDERS

March 18:

- Monthly Pay Calculations Report Available at 12pm

March 19:

- Monthly Pay Calculation Results Report refreshed at 10am

March 20:

- Monthly Pay Calculation Results Report refreshed at 10am

March 21:

- Monthly Pay Calculation Results Report refreshed at 10am
- Monthly Lump Sum Payouts & Supplements Due at 11am
- #19-15 **RETRO** Timesheets & Workday Retro BP Approvals due at 5pm

March 22:

- Monthly Pay Calculation results Report refreshed at 10am
- Current Monthly Workday BP Approvals due at 5pm

March 25:

- Monthly Pay Calculation Results Report refreshed at 10am
- #19-15 Current Timesheets, Workday BP Approvals, Lump Sum Payouts & Supplements due at 11am
- #19-15 Pay Calculation Results Report available at 12pm

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## Performance Management

1. All staff below the Director title (including Associate/Assistant Directors) use the Workday Performance Review template to complete the Performance Review process. Goals entered into Workday with a due date between 4/1/18 and 3/31/19 will be automatically moved into the Performance Review template for staff below the Director level. If goals for the current Review Period were entered into Workday after last year's performance review, those goals should be reviewed for accuracy and completeness. If the current Review Period goals have not been entered, they can be entered now. All goals, regardless of when entered, should be completed and approved by the manager before 3/31/2019.
2. Staff at the Associate/Assistant Director level and above, as well as Research Professionals, use the Attachment Only template in Workday. Goals for staff using the Attachment Only template may be entered into Workday, however, they will not automatically populate into a Performance Review template. Attachments used for the Performance Review are determined by the management of that unit. Any goals discussed should be added to the attachment outside of Workday.
3. As a reminder, enrollment is open for the Awareness Sessions to learn more about the overall process in Workday, changes from last year, key dates, and things to consider before the April 1st launch date. Sessions will be conducted both face-to-face (classroom setting) and via WebEx. [Register here](#). In addition, education sessions are available for hands-on demos of Performance Review in Workday as well as Performance Management Best Practices. To learn more and register, click [here](#).

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## Workday Reminders

### Core HR

- When a user selects **Save for Later** in a step, the step is no longer available for someone else with the same security role; this includes TO DO steps. If the process is still in progress, the *Save for Later* action will prohibit another business process of the same type from being initiated and can impact integrations of data to FAMIS or other downstream system.
- Departments need to **review their management hierarchy** in Workday to assure the manager and direct report relationship is correct and follows the supervisory organization superior and subordinate alignment. This is important as we approach the performance management and merit processes in Workday.

### Time and Absence

- Timekeeper can choose to **run calculations "in mass" for multiple employees** at one time by following these steps:
  - Search for Run Time Calculations for a Date Range report
  - Select the workers for whom you'd like to run calculations
  - Enter Run Frequency [Run Now]
  - Enter a Request Name
  - Select a Start Date and End Date to define the date range for calculations
  - Click OK to run the process

### Payroll

- To help identify **terminated employees potentially being paid** in error, it is recommended you run the *Pay Calculations Results for a Period* report prior to every payroll calculation. Please review report verification instructions available here: <https://payroll.tamu.edu/payroll-processing/tools/> .

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## PAYROLL

### Paid Holiday / Early Release Not on Timesheet

In order to get the time blocks to create for early release, paid holidays, and inclement weather events, the calculations need to run on the timesheet. These calculations run automatically when employees enter/update time. If an employee does not have worked time to enter or update (paid time off, holidays all week) or they entered all time prior to the event being added to the calendar, they should Run Calculations on their timesheet. You can find the option to "Run Calculations" in the Enter Time menu at the bottom left of the employee's timesheet. The time sheet needs to be submitted and approved for the time to pay.

Alternatively, Timekeepers can choose to run calculations for everyone or groups of individuals.

Run Time Calculations for a Date Range:

1. Search for Run Time Calculations for a Date Range report.
2. Select the workers for whom you'd like to run calculations.
3. Enter Run Frequency [Run Now].
4. Enter a Request Name.
5. Select a Start Date and End Date to define the date range for calculations.
6. Click OK to run process.

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### New Earning Codes added to Request One-Time Payment Business Process

Two new earning codes have been added under the reason Supplemental > Other One-Time Payment – All Plans choice. They are:

- **Distance Education / Remote Education** (*this earning code is to be used for those involved in Distance / Remote Education vs. traditional classroom, academic credit and transcribed*)
- **Relocation Allowance – Gross-Up** (*this earning will calculate the gross amount and pay the employee taxes ensuring that the net pay is the amount that was stated to the employee*)

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### WELLNESS WORKS!

Please share the following information with employees in your department.

#### Wellness Happenings for March

Check out the *WELLNESS WORKS!* monthly newsletter [here!](#)

A blue graphic with a white mountain-like shape containing the text "WELLNESS WORKS!" in white capital letters.

#### Upcoming Events:

- **FREE Financial Counseling on Campus**  
Additional information including RSVP available [here](#).
- **The 4 M's of Ergonomics: A Practical Approach to Ergonomics at Work, Home & During Leisure**  
*Presented by the Texas A&M Ergonomic Center and Ergogenesis Workplace Solutions*  
Thursday, March 21 | 9:00am – 10:30am | General Services Complex 101A  
Must [register in TrainTraQ](#) to attend.
- **3D Mobile Mammography Screenings**  
*Presented by Assured Imaging Women's Wellness*  
Wednesday, April 3 & Thursday, April 4 | 8:00am – 5:00pm | General Services Complex Lot 88  
*WELLNESS WORKS!* has partnered with Assured Imaging Women's Wellness to host an on-campus, [digital mammogram screening](#) - no referral necessary. Most major insurance accepted, including Blue Cross Blue Shield of Texas. To schedule an appointment, [visit online](#) or call (888) 233-6121. For questions about the screening, please call (888)233-6121. *\*Parking is available in Lot 88 with any valid A&M parking permit.*
- **Chronic Disease Self-Management Workshop Series (6 Week Commitment)**  
*Presented by Center for Population Health and Aging*  
Beginning Monday, April 8 & Ending Monday, May 20 | 11:30am – 2:00pm | General Services Complex 101B  
**\*\*Class will NOT meet on Monday, April 29th\*\***  
[Click here](#) to learn more or contact Daunte' Cauley at [cauley@sph.tamhsc.edu](mailto:cauley@sph.tamhsc.edu) to register for this workshop.

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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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