



HR LIAISON NETWORK NEWS

March 19, 2018 | Share the following information within your departments as appropriate.

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PAYROLL REMINDERS

March 19:

- Monthly Pay Calculation Results Report refreshed at 10am
- Monthly Lump Sum Payouts and supplements due at 11am

March 20:

- Monthly Pay Calculation Results Report refreshed at 10am
- Current Monthly Workday business process approvals due at 5pm

March 21:

- Monthly Pay Calculation Results Report refreshed at 10am

March 22:

- #18-15 retro timesheets & Workday retro business process approvals due at 5pm

March 26:

- #18-15 current timesheets, Workday business process approvals, lump sum payouts and supplements due at 11am
- #18-15 Pay Calculation Results Report available at 12pm

[Processing Schedules](#)

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HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS / PAYROLL SERVICES

Workday Open Forum – Thursday, March 22

Please share with all employees within your department(s).

The Workday Open Forum is scheduled for Thursday, March 22, 10:30am – 12:00pm at the Memorial Student Center, 2300D. Visit [Workday @ Texas A&M](#) and expand Open Forums for further information, including registration (if attending in person), WebEx information and Q&As from the February event.

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Performance Management

The annual performance evaluation period for non-faculty employees will begin in April. This year's performance evaluation will be done in Workday. Before starting the process, we are hosting Awareness sessions at the end of March so employees can learn more about key changes, the overall process, the timeline, and available training. This is a great opportunity to learn what to expect before the process starts. Sessions will be conducted both face to face and via WebEx.

[Click here](#) to view and register for one of the Awareness sessions. If you have any questions or need assistance, contact HRevaluations@tamu.edu or (979) 845-4153.

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Payroll Processing Calendars

Payroll Processing Calendars for March 2018 through July 2018 are now available on the [Payroll Services website](#).

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Dual-Employed Timesheet Approval Issue

When a manager approves time sheets from their Inbox or the Review Time report, only the time submitted for the position they manage should be approved. When a manager submits and approves from the timesheet *on behalf of the employee*, all time for all positions are submitted and approved; this is a known gap in functionality of Workday. Best practice is that employees should enter and submit their own time and the manager should approve via their Inbox or the Review Time report.

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Hire/Onboarding Process

Some business processes in Workday do not require 100% completion to show the overall status as “successfully completed”. The Hire process overall status can show successfully completed and yet several onboarding steps remain to be completed. If those steps are not completed, it can have an impact on the new employee’s payroll, benefit selection, etc. The **Onboarding Status Summary** report is a good way to check where new employees are in the Hire process.

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Updated Workday Job Aids, Week of March 5

- Assign Roles - separated out the two sections for assigning roles
- Change Job - Absence Partner receives a Determine Time Off Payout
- Assign Costing Allocations - complete overhaul
- Separation with Add Retiree Status - Absence Partner receives a Determine Time Off Payout
- Separation - Absence Partner receives a Determine Time Off Payout
- Switch Primary Job - new job aid
- Create Project Hierarchy - improved graphics

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Workday Update

Several features were implemented in Workday on March 10.

- *Check Box Added to Time Off Plan - Death of Family Member* added
Impacted Roles: Absence Partner
- *New Mobile Application Home Page* - improved to highlight important information like tasks, worklets and dashboards in a convenient place, as well as a navigation bar
Impacted Roles: All Users
- *Performance Review Process Report Updated* - the report on the Team Performance Dashboard has been updated to include a column for Performance Review Template which will help identify which performance review template was triggered for each employee
Impacted Roles: Talent Analyst, Talent Partner
- *Condition Rule Updated on Job Application Business Process* - updated to allow advancing the candidate from Offer to Ready for Hire, as long as the Background Check condition is met
Impacted Roles: Managers, Recruiting Coordinator, Recruiting Partner
- *Improved Ability to Configure Candidate Offers at Initiation* - Hire Date no longer auto-populates from the Target Hire Date on the job requisition; a Hire Date will need to be added in the Initiate Offer step. A ‘Hire Reason’ field is now available; drop down values available will auto-populate from the values on the Hire business process
Impacted Roles: Manager, Recruiting Partner, Recruiting Coordinator
- *To Do Offboarding Procedures Step Modified* – changed to trigger to HR Contact in Termination, End Additional Job and Change Job (applies to Texas A&M and HSC)
Impacted Roles: HR Contact, HR Partner
- *Condition Rule Added to Onboarding for Add Additional Job Business Process* - Added so Complete Federal Withholding Elections is not required if the Company of the additional job being added is the same as the primary job, and made it optional when the step does trigger to the employee
Impacted Roles: HR Contact, HR Partner

- *Passport Value Added - Sri Lanka* - added to list of countries in passports and visas
Impacted Roles: Employees
- *Additional New Academic Pay Periods Added* (Annual Work Period and Disbursement Plan Period)
 - A 3-month period starting February
 - A 4-month period starting February**Impacted Roles:** Managers, HR Contact, HR Partner, Payroll Partner
- *New Holiday Time Adjustment Time Entry Code Added* - Holiday Time adjustments can be made directly on an employee's time sheet using this time entry code
Impacted Roles: HR Contact, Payroll Partner, Timekeeper

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Dependents in Workday

To add a dependent in Workday, several steps MUST be completed before the dependent will be added to the coverage. Employees must read and follow all of the instructions on the "Dependent Change" page including the following:

Click on the boxes you would like to update, and they will open up for editing. You may also click on the gray pencil to open the fields for editing. Please be sure to indicate whether your dependent is a tobacco user or not.

Please use United States of America as the Country when providing the Legal Name.

FOR INSURANCE ONLY: You may add a new dependent, however DO NOT add dependents unless you plan to enroll these dependents on your insurance(s). If you would like your dependent(s) to be beneficiaries, please Change Beneficiary instead. You MUST provide documentation for each dependent you add. Once you've added your dependent, use the workday icon at the top of the page to go to the Benefits worklet and select Change Benefits.

You may only modify an existing dependent by changing relationship. If you need an update to any other field for an existing dependent, please contact your Benefits Partner.

In case of a DIVORCE, you must change the relationship of your spouse to ex-spouse and any stepchildren to ex-stepchildren, in order for them to offered COBRA continuation coverage.

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Ticketing System for Benefit Transactions

The ticketing system (Workday@tamu.edu) should only be used for Workday-related issues. Please do not upload information such as sick leave pool requests for direct sick leave donations or sick leave forms, birth certificates, marriage certificates etc. to Workday@tamu.edu; anything related to sick leave should be faxed to Benefit Services at (979) 862-3128.

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WELLNESS WORKS!

Please share the following information with employees in your department.

Juggling Your Personal & Professional Life?

Presented by Deer Oaks EAP Services

Wednesday, March 21 | 11:00 a.m. – 12:00 p.m. | Memorial Student Center 1400

The Deer Oaks Employee Assistance and Work/Life Program is a FREE service provided by Texas A&M University to benefit-eligible faculty and staff employees as well as their dependents/household members. This program offers a wide variety of counseling, referral, and consultation services, which are all designed to assist you and your family in resolving work/life issues in order to live happier, healthier, more balanced lives.

We invite you to join us for an orientation seminar to learn about the benefits now available through the expanded Texas A&M University Work/Life Program provided by Deer Oaks. New services include identity theft protection consulting, financial planning advice, concierge work/life support and more. Register for this informational on [TrainTraq](#). Learn more about Deer Oaks EAP at employees.tamu.edu/eap.

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Continuing Your Year to Greater Health & Happiness

Presented by Dr. Patricia Sulak

Thursday, March 29 | 11:00 a.m. – 12:00 p.m. | General Services Complex 101A

It is never too late for you to begin your wellness journey! *WELLNESS WORKS!* invites you to attend an educational and interactive workshop to review successes and struggles of using the newly released journal, *My Journey to Living*



WELLNESS WORKS!

WELL Aware. Dr. Patricia Sulak, founder of **Living WELL Aware**, will provide valuable insight on making desired changes happen and how developing healthy rituals can assist in achieving greater health and happiness. Limited copies of **My Journey to Living WELL Aware** will be available at the workshop on a first come basis or by contacting **WELLNESS WORKS!** at wellness@tamu.edu. To attend the live event, register [here](#). Access the live video stream on [TTVN](#).

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Active for Life: Diabetes Self-Management Workshop

Presented by Center for Population Health and Aging

March 28, April 4, 11, 18, 25 & May 2 | 11:00 a.m. – 1:30 p.m. | General Services Complex (GSC) 1214

WELLNESS WORKS! and the Center for Population Health and Aging cordially invite you to attend an informational about the FREE 6-week program that is designed to help and provide support to anyone who has diabetes, pre-diabetes, or loves someone who does. Join us and learn more about this interactive group learning experience that focuses on:

- Techniques to cope with symptoms of diabetes
- Suitable exercises for maintaining and improving your strength
- Healthy eating
- Appropriate use of medication
- Working more effectively with your health care providers
- Participants will make weekly action plans, share experiences, and help each other solve problems they encounter in creating and carrying out their self-management program

To register for the workshop contact Rachel Foster, Program Assistant with the Center for Population Health and Aging at rfoster@tamhsc.edu or 979.436.9353.

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Watercooler 5k

Presented by B/CS Chamber of Commerce

Thursday, April 5 | 4:00 p.m. – 6:00 p.m. | Wolf Pen Creek

Texas A&M University is again sponsoring the Water Cooler 5K Run/Walk hosted by the B/CS Chamber of Commerce Health and Wellness Committee. As a title sponsor, employees of Texas A&M University are encouraged to participate (with appropriate supervisor approval) in this fun physical activity event held during working hours to promote physical health. Texas A&M participants should [register here](#) by **March 22** - \$15 per person. T-shirt included with registration.

Wellness booths and warm up prior to the 5K Fun Run and Walk (3:00-4:00 p.m.). The 5K Walk and Run will start at 4:00 p.m. Each registrant will receive an email with event logistics which includes a map, schedule of events and an assumption of risk waiver form.

For information or questions about the 5K contact Roger Martinez at rmartinez@tamu.edu. For a printable flyer visit the **WELLNESS WORKS!** [website](#).

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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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