



HR LIAISON NETWORK NEWS

March 2, 2020 | Share the following information within your departments as appropriate.

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PAYROLL REMINDERS

March 2:

- Monthly Pay Day

March 4:

- #20-14 Current Timesheets, Workday BP Approvals, Lump Sum Payouts & PPRs due at 11:00am (**earlier deadline**)
- #20-14 Pay Calculation Results Report available at 12:00pm

March 5:

- #20-14 Pay Calculation Results Report refreshed at 10:00am
- #20-14 Timesheets Locked; only Timekeepers can update (**earlier deadline**)
- Run Timekeeper Reports

March 6:

- #20-14 BW Final Pay Calculation Results Report available at 2:00pm

March 10:

- #20-14 Biweekly Pay Day (**earlier pay day**)

March 17:

- Monthly Retro Business Process Approvals due at 5:00pm (**moved from the 18th**)

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HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

Reminders from the HR Liaison Network Meeting and Survey

On behalf of all of us in HROE, we want to thank everyone who attended the HR Liaison Network Spring Meeting! Below are some important reminders for the entire network that were covered during the meeting.

1. HR Liaison [training requirements](#) have been reinstated.

In order to maintain the HR Liaison designation as well as Workday and SSO access, all HR Liaisons must:

- Complete required training within 9 months from the date the training assignment is made in TrainTraq (assignments will be made in TrainTraq within the next few weeks).
- Regularly attend HR Liaison Network Meetings each year - minimum of 2 per year required. It is highly recommended that you attend all meetings.
- Complete one continuing education course per year.
- More information at <https://employees.tamu.edu/liaisons/training/>

2. If you attended:

We would appreciate your feedback. Please take a few minutes to fill out this [quick survey](#).

3. If you missed the meeting:

All of the presentations and handouts can be found at:
<https://employees.tamu.edu/liaisons/communications/>

You are an important part of our HR Liaison Network and we appreciate all you do! If you have any questions, please email hrnetwork@tamu.edu.

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Skill Enhancement Increase Reason Added to Request Compensation Change

A new compensation change reason "*Skill Enhancement Increase*" has been added to the Request Compensation Change business process. This reason code may be used when requesting a Job-Related Skill Enhancement Pay. For information on Job-Related Skill Enhancement Pay go to <https://employees.tamu.edu/compensation/flexible-comp/skill-enhancement/>.

If you have any questions, please contact Human Resources Classification and Compensation by email at hrcomp@tamu.edu or by phone at (979) 845-4170 or hschr@tamu.edu for Health Science Center departments.

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Non-faculty Performance Reviews Begin in April

The annual performance review period for staff (non-faculty) employees will begin April 1, 2020. A campus-wide email about performance reviews will be distributed to faculty and staff this week. In preparation for the start of the performance review period, HR Liaisons should do the following:

1. Run the Performance Review Process (All) report in Workday to identify in-progress performance reviews. Ensure in-progress reviews are completed or email hrevaluations@tamu.edu to cancel.
2. Ensure position descriptions are updated to feed correctly into the annual review document.
3. Remind employees and supervisors that goals must be entered and approved in Workday by March 31, 2020.
4. Attend a Performance Review Awareness session.

Learn more about and **Register for the Awareness Sessions** via:

1. Click [Here](#).
2. Click Performance Management.
3. Click Workday Awareness Session: Performance Review and Register for a section.

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

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Workday Services Education and Training: March 2020

Please join us for the following Workday Services webinars. These events are open to all, but content will focus on the security roles listed with the webinar description.

Workday Release Preview - Workday 2020 R1

Description: During this session we will provide an overview of what to expect from the new Workday release in March 2020.

Target Audience: All administrative and supporting partner and departmental roles who use Workday to conduct business.

Presenter: Workday Services

Date: March 3, 2020

Note: this session is a repeat session of February 27

Time: 1:00pm to *2:30pm

*Duration is approximate and depends on number of release items anticipated.

Link to Meeting: [HERE](#)

Password: Workday

Dial in Audio: 1.415.655.0003

Access Code: 929 795 743

Workday Wednesday: Recruiting Dashboard Enhancement

Description: Introducing the new and improved Recruiting Dashboard! Join us as we explore new features that allow you to view job requisition, evergreens and recruiting processes with a finer granularity. Pull reports faster and easier using new tabs and enhanced filtering.

Target Audience: Recruiting Partner and Recruiting Coordinator

Presenter: James Ross, *Workday Services* and Kami Xiong, *Enterprise Data Warehouse*

Date: March 4, 2020

Time: 10:30am to 11:30am

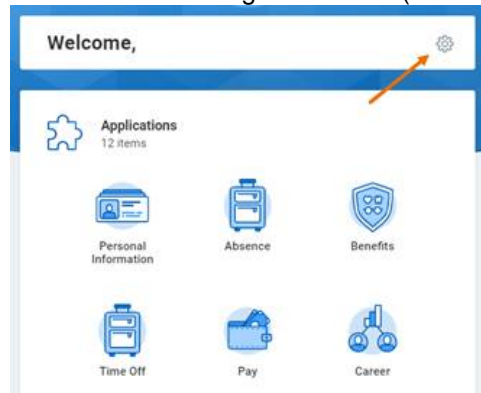
Link to Meeting: [HERE](#)

Password: Workday

Dial in Audio: 1.415.655.0003

Access Code: 927 813 646

To try out the new dashboard before the webinar, click the gear icon on your Workday Home page to add the Recruiting Dashboard (if not already there).



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New Employee Welcome (TAMU NEW) Session Wednesday, March 18 – Register by Thursday, March 5

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, March 18 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: <https://employees.tamu.edu/orgdev/schedule.html>, under Employee Orientation. 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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Past Due System Required Web-based Training (WBT) Report

Attached is the monthly Required Training Assignments Report for System-required training. As a reminder from January, the report format changed based on feedback from multiple groups across the University to make it more meaningful, helpful, and actionable in enabling compliance.

1. The first tab is a summary of past due employees by Executive Level 2.
2. The second tab provides more detail with:
 - Filters to quickly identify specific colleges / divisions and departments with individuals who are past due
 - Highlighting those that are more than 60 days past due and more than 365 days past due.

If you have questions, please contact orgdev@tamu.edu.

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Texas A&M Laserfiche Training Save the Date

The Seventh Annual Texas A&M Laserfiche Shared Service Training Workshops will be held May 4-8, 2020 at the Texas A&M Thomas G. Hildebrand Equine Complex in College Station, Texas. Laserfiche trainers will provide you with comprehensive and practical hands-on training sessions to help you get the most out of your Laserfiche

system. The registration information will be coming out soon. For more information, please visit:

<https://laserfiche.tamu.edu/>

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PAYROLL SERVICES

Monthly **Retro** Earlier Deadline

Due to other System members with Spring Break Holidays at a different time than the TAMU, HSC & TAMUG campuses, the March monthly retro deadline has been moved one day earlier from Wednesday, March 18th to Tuesday, March 17th. An updated [FY2020 Monthly Pay Schedule](#) is now available and the March 2020 calendar update will be posted to our website soon. The other deadlines for this pay day remain unchanged.

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NEW – Manager & Timekeeper Report Instructions

Instructions for the **Review Time** and **Time Summary Review** Reports will soon be posted in the [Workday Tools](#) section of our website. For biweekly #20-14, copies of these instructions are attached for your immediate use. Please make sure all managers are provided a copy of the **Review Time** instructions.

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EMPLOYEE WELLNESS

Please share the following information with employees in your department.

Upcoming Flourish Events

To learn more about upcoming Flourish programming or events, download the mobile app by searching "FlourishTAMU" in the App Store and on Google Play or [click here](#) to visit the Flourish Web App!

March Program Offerings - [Register here!](#)

- **Boxing Bootcamp** - March 2, 4, 9, 16, 18, 23, 25 | 6:15am – 7:15am | Rec Sports 1119
- **Bark'n'Chat** - March 3 & March 17 | 5:30pm – 7:00pm | Morris "Buzz" Hamilton Dog Park
- **Men's Health Series** - March 4, 18, 25 | 11:30am – 12:30pm | Rudder Tower 501
- **Internal Martial Arts Meditation** - March 5, 19, 26 | 11:30am – 12:30pm | MSC L427
- **Behind the Brews** - March 5 | 5:00pm – 7:00pm | Blackwater Draw
- **MegaMen & Cycle** - March 7, 14, 21, 28 | 8:00am – 8:45am | Piranha Fitness Studio

Financial Wellness Counseling

- [Lincoln Financial Group RSVP](#) - March 4 | 9:30am – 1:30pm | GSC Suite 1201
- [TIAA RSVP](#) - March 4 & March 5 | 8:30am – 4:30pm | GSC Suite 1201

Wellness Exams: On-campus Catapult Health Exam - [Register Here](#)

- March 16 & 17 | General Services Complex Room 101 B & C

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ANNOUNCEMENTS

Please share the following information with employees in your department.

Memo to Faculty & Staff: Staff Appreciation All Year Long

A spirit of gratitude and appreciation is part of what makes this university a great place to work. For years we have reminded leadership, supervisors and all employees that staff appreciation is something we can celebrate all year. So, to make this official and create a new Aggie tradition, we are announcing that going forward, staff appreciation is expanding to a bigger focus throughout the year. Read the entire memo at <https://staffappreciation.tamu.edu/>.

Upcoming Appreciation Events:

- April 9 Campus Concert with Texas Unlimited Band
- April 9 A&M Softball Faculty/Staff Appreciation Game
- April 22 President's Meritorious Service Award Ceremony
- April 25 Staff Photo Day
- April 28 A&M Baseball Faculty/Staff Appreciation Game
- April TBD Fitness on the Green

For event details, download the Flourish App by searching for FlourishTAMU in the App Store or Google Play or visit the online calendar at flourish.tamu.edu/calendar.

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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 News
Archive Online](#)