



HR LIAISON NETWORK NEWS

March 25, 2019 | Share the following information within your departments as appropriate.

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

[Department of Labor Proposes Change Performance Management](#)
[Workday Updates – Week of March 21](#)
[Workday Services Education for April](#)

PAYROLL

[Payroll Services Website Updates](#)
[Time Entry Updated](#)

WELLNESS WORKS!

[Wellness Happenings for March](#)

PAYROLL REMINDERS

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

March 26:

- #19-15 Pay Calculation Results Report refreshed at 10am
- #19-15 Timesheets Locked; only Timekeepers can update
- Run Timekeeper Reports

March 29:

- Biweekly Pay Day

April 1:

- Monthly Pay Day

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

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

Department of Labor Proposes Change to Salary Minimum for Exemption

The U.S. Department of Labor has issued proposed revisions to Fair Labor Standards Act (FLSA) regulations. The proposed changes, announced on March 7, 2019, could have an impact Texas A&M staff positions and overtime eligibility by late 2019 or early 2020. The most significant aspect of the proposed changes is an increase in the exempt employee salary minimum from \$455 per week/\$23,660 per year to \$679 per week/\$35,308 per year. This could have an impact on currently exempt, salaried employees whose pay does not meet the salary minimum. It could also have an impact on other System-wide Pay Plan positions that were considered under review for exemption status in 2016 when similar regulations were proposed, but not implemented. Please note that an effective date has not been announced and the proposed salary minimum has not been finalized. Following a 60-day public comment period, the Department of Labor will consider the feedback and before finalizing and publishing the final regulations.

HROE is conducting an initial impact analysis based on the proposed regulations, and will be communicating additional information in the future to University leaders, HR Liaisons and employees. If you have any questions, call Classification and Compensation at 979-845-4170 or email at hrcomp@tamu.edu.

[Top](#)

Performance Management

Professional Development has several training courses including Workday demonstrations and best practices for both employees and supervisors, delivered both classroom and via WebEx. Please see the descriptions of [training opportunities available](#) on our website.

[Top](#)

Workday Training Changes and Update – Week of March 21

Workday Training changes have been posted online. This week's updates include Absence Management, Payroll, Safety Incident Tracking, Time Tracking and Staffing. Training changes include updated Job Aids regarding Managing Your Inbox Filters, Set Up Benefits to Begin Prior to SGIP, an updated quick reference guide for Onboarding Processes by Security Role, and WebEx decks available. Full details about these updates are found on the [Workday Weekly Updates webpage](#).

[Top](#)

Workday Services Education for April

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

Spotlight on Summer Premiums: April 3, 2019 | 3:30pm to 4:30pm

During this session we will provide overview of the various methods for collecting summer premium deductions for employees in appointments less than 12 months. We will discuss deadlines, employee notifications, Custom IDs, and who is responsible for specific steps in the process.

Target Audience: Benefit Partners

Link to Meeting: <https://tamus.webex.com/tamus/j.php?MTID=m83f0b11bac522185bd10ebdf8d9b2638>

Password: Workday

Dial in Audio: 1-415-655-0003

Access Code: 922 759 477

Welcome to the Hub: April 17, 2019 | 8:30am to 9:30am

During this session we will provide an overview of the new Recruiting Hub released with Workday 32. We will discuss the new exciting features and functionality including the Navigation sidebar, Candidate Pipeline, and Process Cards!

Target Audience: Recruiting Partners

Link to Meeting: <https://tamus.webex.com/tamus/j.php?MTID=m498828d0d13a63f081bb5e2a2ac548d5>

Password: Workday

Dial in Audio: 1-415-655-0003

Access Code: 920 622 113

Managing Organizations: April 24, 2019 | 8:30am to 9:30am

Organizations in Workday include supervisory, company, location and pay group, each with its own purpose and impact on staffing, recruiting and payroll business processes. In this session you will get an overview of each and hear how to setup and manage supervisory organizations.

Target Audience: Organization Partners, HR Partners, Payroll Partners

Link to Meeting: <https://tamus.webex.com/tamus/j.php?MTID=m0d4a330b206020e8470b177720c9f64b>

Password: Workday

Dial in Audio: 1-415-655-0003

Access Code: 925 173 538

[Top](#)

PAYROLL

Payroll Services Website Updates

The following items have recently been updated in our [Workday Tools](#) section:

- Compensation or One-Time Payment
- Cash Awards

- Emoluments

Please reference as needed; more updates and new items will be posted soon.

[Top](#)

Time Entry Updated

The time entry template will now display an employee's Business Title instead of the Position. This will help employees in multiple positions with the same title (i.e., student assistant) distinguish between them when entering time.

[Top](#)

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 at the top, containing the text "WELLNESS WORKS!" in white capital letters.

Upcoming Events:

- **FREE Financial Counseling on Campus**

Additional information including RSVP available [here](#).

- **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 to register for this workshop.

[Top](#)



Division of Human Resources
& Organizational Effectiveness

Questions? HRnetwork@tam.u.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

View the
[HR Liaison Network
News Archive Online](#)