



# HR LIAISON NETWORK NEWS

March 26, 2018 | Share the following information within your departments as appropriate.

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## PAYROLL REMINDERS

March 26:

- #18-15 current timesheets, Workday BP approvals, lump sum payouts & supplements due at 11am
- #18-15 Pay Calculations Results Report available at 12pm

March 27:

- Timesheets locked; only Timekeepers can update
- Run Timekeepers Reports
- #18-15 Pay Calculation Results Report refreshed at 10am

March 30:

- #18-15 Biweekly Pay Day

April 2:

- Monthly Pay Day

April 5:

- #18-16 retro timesheets & Workday retro BP approvals due at 5pm

[Processing Schedules](#)  
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## HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS / PAYROLL SERVICES

### Early Release at Noon, Friday, March 30, 2018

With authorization from the Chancellor's Office, President Young has approved the early release of all nonessential personnel at noon on Friday, March 30. If you are unsure of your status, please ask your supervisor. Leave time previously authorized will be reinstated.

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### Pay Check Pick Up

If you are picking up a check at Payroll Services on Friday, March 30, please make sure to do so before noon as the office will be closing early due to the early release.

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### Updates to Ethics Training

The System-required course, *Ethics* (TrainTraq course no. 99001), has been revised with new content provided by The Texas A&M System Office of General Counsel. The updated course will be made available in TrainTraq after 5 p.m. on Monday, March 26<sup>th</sup>. The new content includes updates to System Policy 07.03, *Conflicts of Interest*, *Dual Office Holding and Political Activities*. The update also includes closed captioning and a new look-and-feel.

Employees who are in the middle of the older version will be able to continue where they left off. All assignments are still in effect, and all course reports will remain the same. For questions about the course, please contact [PDinfo@tamu.edu](mailto:PDinfo@tamu.edu).

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### Performance Management

The annual performance evaluation period for non-faculty employees will begin in April, and will be done in Workday. We are continuing to host 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 supervisors would like to access evaluations from previous years in PATH, access PATH through SSO and perform the following steps:

1. Click on “Go To Performance Management module”
2. Click on “My Employees’ Reviews” on the left navigation pane
3. Click on the “Advanced” button, located on the right side of the screen
4. Select “Closed” from the Program Status dropdown, located on the right side of the screen
5. Scroll through the list, locate the appropriate evaluation period, and click on the employee’s last name
6. Click on the “Supervisor Evaluation” link on the left navigation pane
7. Click on the blue “Actions” button if you would like to print

If you have any questions or need assistance, contact [HRevaluations@tamu.edu](mailto:HRevaluations@tamu.edu) or (979) 845-4153. For more information and resources, please visit our website at: <https://employees.tamu.edu/pd/performancemanagement/>

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### Degree/Licensure Verification Release Form

An updated release form is now available on the HROE [website](#). Please follow the directions on the form to collect and submit the completed form to Recruitment. The completed, signed form contains sensitive personal information (Social Security Number / Date of Birth) and should not be emailed unless encrypted. If you have any questions, please contact Rita Bowden, Recruitment Manager at 979. 862.1015 or [rbowden@tamu.edu](mailto:rbowden@tamu.edu).

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### Workday Open Forum Materials Available Online

Check out the Open Forums section on [Workday @ Texas A&M](#) to review the forum presentation and handouts such as:

- Workday Tips & Tricks
- April Payroll Calendar
- Leave Accruals (Removing and Overriding) – *Thank you College of Architecture for creating and sharing this helpful resource!*

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### Alternate Delegate

An Alternate Delegate, if identified during the Mange Delegations process, is used when the subject of the business process is the Delegate. Workday will forward the task to the Alternate Delegate so the Delegate will not receive it.

Business Processes allowed for Delegation

New Delegation 1 item

|  | *Begin Date          | End Date             | *Delegate  | Start On My Behalf   | Do Inbox Tasks On My Behalf  |
|--|----------------------|----------------------|--|----------------------|--|
|  | <input type="text"/> | <input type="text"/> | Delegate *<br><input type="text"/>                           | <input type="text"/> | <input type="radio"/> For all Business Processes<br><input type="radio"/> For Business Process<br><input checked="" type="radio"/> None of the above |
|  |                      |                      | Use Default Alternate<br><input checked="" type="checkbox"/> |                      | Retain Access to Delegated Tasks in Inbox<br><input type="checkbox"/>  |
|  |                      |                      | Alternate Delegate *   |                      | Delegation Rule  |



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### Supervisory Organization Assistance Request

A new form [Supervisory Organization Assistance Request](#) is now available on the Payroll Services website. This form can be completed online, printed and then emailed to [workday@tamu.edu](mailto:workday@tamu.edu) or [payrollprocessing@tamu.edu](mailto:payrollprocessing@tamu.edu). The form can be used to request creation of a new supervisory organization, reassign superior organization, edit a supervisory organization name, and delete an existing one. The form will provide payroll staff the needed information to process your request.

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### Retro Payroll Processing Calendar Items

Retro deadlines are highlighted in yellow on each month's payroll processing calendar. Retroactive events process in Workday before current period events. That means that prior period timesheet corrections and Workday business process with effective dates prior to the current biweekly or monthly period must be approved by 5pm on these dates. Soon after this deadline, Workday makes a sweep of all retroactive approved events (timesheets and business processes) and drops the results into the current period for processing. If your event misses receiving final approval in Workday by the deadline, the retro event will not be picked up for the current period but will pick up for the period following. For example, if the current biweekly period is #18-16 (3/25/18 thru 4/7/18) and the employee has corrected their #18-14 (2/25/18 thru 3/10/18) timesheet and submitted back to the manager for approval on 4/3/18, the manager has until 5pm on 4/5/18 to approve so the prior period correction will be picked up to pay on the 4/13/18 pay day. If the manager misses the retro deadline and doesn't approve their workers corrected timesheet until 4/9/18 the employees correction will not pay until the 4/27/18 pay day. The employee expected to be paid their corrected time on the 4/13/18 pay day but because the retro deadline was missed by the manager, the employee will not have the pay result they expect. It is crucial that managers have a good understand of and be aware of all retro deadlines.

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### The IRS Encourages You to Review Your 2018 Tax Withholding

The Tax Cuts and Jobs Act (TCJA) made significant changes to individual income tax reporting effective January 1, 2018, by eliminating personal exemptions from the 2018 tax return. In addition, the standard deduction has increased and the individual income tax rates have been lowered.

The new 2018 IRS W-4 form released at the end of February still allows personal exemptions to be claimed when determining the amount of federal income tax withheld from an employee's paycheck. The more exemptions/allowances claimed on the W-4 form reduces the amount of withholding. This has caused confusion and concern since this will not be available on the actual 2018 tax return filed next year.

The IRS warns that some employees with complex tax situations may need to review their current W-4 to guard against being under-withheld and owing the IRS a large tax amount on their 2018 tax return. An example would be an employee with multiple jobs or an employee where there is more than one wage earner in the household.

What should you do? If you are not certain if you need to change your W-4, you have some options available. First, you can go to the [Payroll website](#) and read the [IRS Withholding Calculator frequently asked questions](#). There is also a link in the FAQs to the newly revised [IRS Withholding Calculator](#) to assist taxpayers in determining if they are having the correct amount of taxes withheld from their paycheck. Another option is for you to seek the services of a qualified tax professional who can review your financial situation and give you tax advice on whether you should submit a new W-4 form.

If you determine you do need to change the withholding amount on your W-4 form, log into Workday and complete it online. You will not send in a paper form. You can click on the link [How to Update your W-4 in Workday](#) for information on how to change your federal withholding election.

Texas A&M University cannot provide tax advice but may be able to help with general questions. If you have general questions, please send an email to [tax@tamu.edu](mailto:tax@tamu.edu).

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## WELLNESS WORKS!

*Please share the following information with employees in your department.*

### 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 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**

The logo for 'WELLNESS WORKS!' is a blue triangle pointing upwards, with the text 'WELLNESS WORKS!' in white, bold, uppercase letters inside it.

WELLNESS WORKS!

**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](mailto: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](mailto:rfoster@tamhsc.edu) or 979.436.9353.

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### **Fitness Session Schedule – Early Release at Noon, Friday, March 30**

On campus fitness classes sponsored by **WELLNESS WORKS!** will be cancelled on Friday, March 30. All classes will resume on Monday, April 2.

- Texas A&M Rec Sports will offer Yoga on Friday, March 30 at 12:15 p.m. Visit the [Group RecExercise Schedule](#) for details.

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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 can still [register here](#) by April 4 or at Wolf Pen Creek before the race! - \$15 per person.

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](mailto:rmartinez@tamu.edu).

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## **ANNOUNCEMENTS**

### **CSBA Best in Business Staff Award Nominations Due April 6**

*Sent on behalf of CSBA*

The Committee of Senior Business Administrators (CSBA) Best in Business Staff Awards were established to recognize and reward superior service by Texas A&M support staff members in business-related positions. Recipients are those who have made distinguished contributions to Texas A&M University and regularly exemplify outstanding service, a commitment to excellence, leadership, innovation, initiative, and support for quality of work life. Two awards will be presented annually – one to an individual staff member and one to a team (2 or more people). These awards will be presented at the CSBA Spring Conference. Nomination packets are due no later than 5:00 p.m. April 6, 2018. Use the attached nomination form.

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Division of Human Resources  
& Organizational Effectiveness

**Questions?** [HRnetwork@tamu.edu](mailto: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](http://employees.tamu.edu/liaisons)

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