



HR LIAISON NETWORK NEWS

March 5, 2018 | Share the following information within your departments as appropriate.

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PAYROLL REMINDERS - *Earlier deadlines due to Spring Break Holiday*

March 5:

- Manager / Timekeeper approval of [timesheet corrections for prior periods](#) and [retro](#) Workday HR / Payroll business processes due by 5pm

March 7:

- #18-14 timesheets, FLSA and lump sum payouts and Workday HR / Payroll business processes affecting [biweekly](#) payroll due at 11am
- Biweekly Pay Calculation Results Reports available at noon

March 8:

- #18-14 timesheets locked; only Timekeepers can update
- #18-14 Pay Calculation Results Report refreshed at 10am

March 9:

- Monthly [retro](#) business process approvals due at 5pm

March 12:

- Monthly Pay Calculation Results Report available at noon

March 13:

- **Biweekly Pay Day**
- Monthly Pay Calculation Results Report refreshed at 10am

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HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS / PAYROLL SERVICES

Issue with Salary Savings Encumbrance Releases

FAMIS has made us aware that they are working on a problem that was reported last week associated with releases of salary savings dated March 1, 2018 on several PINs. FAMIS is working on a correction. As soon as additional information about the correction is available, we will send out an update. If you have specific questions related to salary encumbrances, please send them to FAMISHelp@tamus.edu.

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Supervisory Organizations Deep Dive WebEx – Thursday, March 8 | 3:00-4:30 p.m.

The Workday Services team will be hosting a special WebEx for anyone who is interested in learning more about Supervisory Organizations in Workday as well as Manager and Organizational Hierarchy, which are foundational to the core HR functionality of Workday. During this Deep Dive, the Workday Services team will provide an overview of all-things-organization for HR Contact, Payroll Partners and other security roles who support staffing, compensation and other business process events. HR Liaisons are encouraged to join the session.

1. Go to [WebEx](#)
2. Enter the **Meeting Number** (access code): **928 349 940** and select **Join**
3. Enter your **first name, last name, and email address** (This will allow us to record your attendance.)
4. Enter the **Meeting Password: u8ppugXJ**
5. Select **Join Now** to access the online session

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New Employee Welcome (TAMU NEW) Session March 21 – Register by Noon on Tuesday, March 13

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 21 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: <http://training.tamu.edu/schedule/#EmployeeOrientations>. 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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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

Information about the performance management process for the 2017-2018 performance review period will be forthcoming later this week. For assistance with performance management questions, please contact the support team at HRPATHways@tamu.edu or 979.845.4153.

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Payroll Processing Calendar

The March 2018 Payroll Processing Calendar will soon be available on payroll's website. A copy is attached to this LNN for your use.

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Biweekly Time Entry

Student employees can enter and submit hours worked for manager approval on a daily basis. Full and part-time staff can enter hours on a daily basis but cannot submit their hours worked for manager approval until their entries for that week equal hours scheduled to work per their FTE; otherwise, they will get an error. Employees should ignore the error when recording and saving hours on a daily basis. Workday has a validation for full-time staff to require 40-hours per week before it can be submitted. The 40 hours can be a combination of regular hours, approved time off (vacation, sick, other), and time off with no pay (leave without pay). All employees are encouraged to submit their timesheets at the end of their work week.

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Reports for Timekeepers Update

The first Workday report "Pay Calculation Results for a Period with SSN" is available after regular timesheets are due, normally every other Monday at 11am, biweekly staff are able to update their timesheets until 5pm that day. The day after, timesheets lock and only those with the Timekeeper role can update timesheets, submit timesheets on a manager's behalf, and manually advance the timekeeping process. The day after timesheets are due is the best time to run and review the following [reports](#) to avoid payment delays to employees:

- Workers with No Time Entered
- Workers with Time Entered but Not Submitted
- Workers with Time submitted by Not Approved Primary Position
- Workers with Time Submitted but Not Approved Additional Jobs

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Retro Process and Timing

Workday has a very good process to retroactively pick up changes from approved business processes such as salary corrections, percent effort changes, timesheet corrections, etc. The retro process makes the appropriate adjustments on the employee's next regularly scheduled pay day. Payroll Services asks for your assistance in letting the retro process work rather than trying to circumvent the process with any early payment request to avoid double pay, deletion of one-time payments, incorrect deductions and taxes. Retro Workday business process approvals should be finalized by the deadlines listed on the Payroll Processing Calendars on Payroll Service's website. For example, for March 2018, monthly retro business process approvals are due at 5pm this Friday, March 9, to make this month's pay calculation and April 2 pay day. If your business process affects a prior pay period it must be approved by the biweekly or monthly retro deadlines.

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Hiring Notes

1. **Creating Duplicate Pre-hire Records** – When hiring a new employee NOT using Workday Recruiting, please ensure there is a vacant position for the person to be hired into. This applies to **anyone** being hired into Workday. If you discover during the Hire process that a vacant position does not exist, but you have already put the new hire's information into Workday...you have created the Pre-hire record for that new employee; even if you cancel out of the transaction and discard your changes. If this sounds like something you might have done, please check for the Pre-hire record (again) before you proceed to hire the new employee.
2. **Background Checks** – If you ARE USING Workday Recruiting to fill a position (you have an unfilled position, created a requisition and posted the position), then the successful candidate does not have to complete the Criminal Background Check Request form. The CBC request will route through Workday during the normal recruiting process
3. **Hiring Certificates** – All positions using Workday Recruiting do not require a Hiring Certificate to fill the position once the candidate is selected. The Recruiting process contains an online checklist, which once completed, will enable the candidate to be placed in a "Ready for Hire" status. The Hire Process (or Change Job) will trigger automatically once this status is set. Please do not attempt to manually start the Hire or Change Job Process when Workday Recruiting has been used.

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Inbox Item Protocol

Due to several security roles you may have, you could receive Workday Inbox items that appear to require your attention. Please be aware that not all items in your inbox may require your attention, but are part of another person's process with the same role. Before you approve or work on an inbox item, please ensure you are the one responsible for that item.

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Training Compliance Reports for March – As of March 1, 2018

Attached is the monthly Required Employee Training Assignments Report for System-required employee training. Due to technical issues, the Departmental Progress Report will not be produced this month. Please check TrainTraq for pending assignments for your department's employees.

Required Employee Training Compliance Key Performance Measure

- Percentage of employees in M Workstation ADLOCs up-to-date or current on five required courses:
 - Creating a Discrimination-Free Workplace, EEO – 97.9%
 - Ethics – 97.8%
 - Information Security Awareness – 96.2%
 - Orientation to the A&M System – 99.0%
 - Reporting Fraud, Waste and Abuse – 98.6%
 - Required Training for Athletics Task Workers – 87.8%

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Employee Questions Related to Payroll

Due to the size of main campus staff and department internal deadlines and procedures, Payroll Services has traditionally worked with department liaisons (HR Contacts) on issues affecting their employee's pay rather than working directly with individual employees. This has worked well; however, with the transition to Workday we are experiencing a large number of employees contacting us directly. Payroll Services is requesting your help to again be the "liaison" between your employees and Payroll Services by assisting employees with their Workday and timesheet

questions. This will help acquire the knowledge to answer future questions and gain a better understanding of Workday processes. After the departmental level review, if there are still unanswered payroll questions, we kindly ask that the liaison, rather than the employee, can contact Payroll Services for further assistance.

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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 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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Free Wellness Exams on Campus

Presented by Catapult Health

Monday, March 19 & Tuesday, March 20 | 8:00 a.m. – 5:00 p.m. | General Services Complex 101A

Wednesday, March 21 | 8:00 a.m. – 5:00 p.m. | General Services Complex 101B/C

Free, quick and confidential preventive health checkups administered by Catapult Health will again be offered on campus for employees and their covered spouses enrolled in the A&M Care health plan. [Register here!](#)

Completion of a Catapult Health checkup will qualify as your annual wellness exam for the purposes of the Texas A&M System Wellness Incentive Program. The target deadline to have your annual wellness exam completed is by **June 30**. Check your wellness exam incentive status on [MyEvive](#) and remember, completing the annual wellness exam will ensure that you have the lowest rate for your health insurance premiums. Visit the [Wellness Incentive Program webpage](#) for more information.

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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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EAP Employee Enhancement Newsletter, March Issue

Read the latest issue of the Deer Oaks Employee Assistance Program (EAP) Employee Enhancement Newsletter for information about:

- Online Seminar Reminder: Your Routine Financial Check-up
- Making the Most of Small Talk
- Check-up Checklist
- Five Things You Need to Know About Family and Household Finances

Learn about these helpful topics and services offered by your EAP. [Download the newsletter](#) today!

[Deer Oaks EAP services](#) are available at no cost to benefit-eligible faculty and staff employees as well as their dependents/household members.

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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

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