



HR LIAISON NETWORK NEWS

May 13, 2019 | Share the following information within your departments as appropriate.

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PAYROLL REMINDERS

May 16:

- #19-19 **RETRO** Timesheets & Workday Retro BP Approvals due at 5pm

May 17:

- Monthly **RETRO** Business Process Approvals due at 5pm

May 20:

- #19-19 Current Timesheets, Workday BP Approvals, Lump Sum Payouts & Supplements due at 11am
- #19-19 Pay Calculation Results Report available at 12pm
- Monthly Pay Calculation Results Report available at 12pm

May 21:

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

[Processing Schedules](#)

[Payroll Reports](#)

[Payroll Processing Calendar Key](#)

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

Two-Factor Authentication Required for SSO Starting May 15

Beginning on Wednesday, May 15, employees who log in to SSO using a UIN will be required to enroll in two-factor authentication—also called 2FA or Duo—for SSO. (Note that if they log in to SSO using their NetID, they should already be enrolled in Duo for NetID; that requirement went into effect on April 15.)

To enroll in Duo for SSO, employees must log in to SSO **using their UIN and SSO password**. For instructions on how to enroll in two factor authentication for SSO, employees can either click on the “LOCKDOWN” image at the top of the SSO logon page or use this link: <https://it.tamus.edu/ss0/help-system/key-concepts/security/2fa-instructions/>.

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New Workday Services Website Now Live

The new Workday Services website is now live and can be accessed from your SSO menu by selecting *Workday Help* or by going to <https://it.tamus.edu/workdayservices/>.

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Enhancing On Campus Student Employment

The following student employment enhancements will be implemented in the 2019-2020 school year. Please see the attached memo from Scholarships & Financial Aid for details.

- Require all TAMU undergraduate student position vacancies to be advertised via the Jobs for Aggies database.
- Require all student worker positions to have a written position description.
- Develop key competencies for learning outcomes and/or marketable skills to be included in the position description.
- Require supervisors of student workers to conduct performance evaluations at periodic intervals.

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Nominations for SEBAC Representatives Coming Soon

Nominations will begin next week for two individual representatives to The Texas A&M University [System Employee Benefits Advisory Committee \(SEBAC\)](#), one representing the Health Science Center specifically and another representing Texas A&M University. SEBAC makes recommendations to [System Benefits Administration](#) on various issues relating to employee/retiree benefits. All Texas A&M University benefits-eligible faculty, staff, graduate assistants and retirees including those at Galveston, Qatar, and the Health Science Center are encouraged to submit nominations. Candidates "...shall demonstrate mature judgment, special abilities toward and the sincere interest in employee insurance programs, and be able to represent the needs of all employees" for a term of two years. The role requires attending quarterly meetings and devoting adequate time to solicit input and feedback concerning benefits. Watch for an email detailing the SEBAC nomination process next week. In the meantime, think about possible candidates to be considered for SEBAC representative. Questions regarding the nomination process may be referred to hr-feedback@tamu.edu.

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New Health Assessment Options - Wellness Premium Credit

In order to receive the lower wellness premium rate on their health insurance premiums, enrolled A&M Care Health Plan members and their covered spouses are required to complete **(1) an annual wellness exam/annual physical** and **(2) one of the [Health Assessments](#)** offered by The Texas A&M System health partners (MyEvide or Well onTarget) each benefit plan year. A premium differential of \$30 per month will be added to the premium for each covered individual (employee and spouse) who does not complete the wellness exam AND health assessment by the June 30 deadline. A&M Care Health Plan members can verify completion status for the wellness exam incentive by logging into their MyEvide account at tamus.myevide.com. Visit the [Wellness Premium Incentive webpage](#) for more information.

Additional Resources:

- [What is MyEvide?](#)
- [Annual Exam Q&A](#)
- [Tips & Resources for Making Your Doctor's Appointment](#)
- [Sample Wellness Exam Completion Timeline Examples](#)
- [Health Assessment](#)

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Reminder – HROE Important Date for Staff Equity Requests

Wednesday, May 15 is the deadline for submission of staff equity request memos to be guaranteed completion by July 22. Completion of all required approvals, including HROE Compensation Review, will confirm the department's authority to include the compensation increase in the Workday merit process for FY2020.

For questions, contact HROE Classification and Compensation at 979.845.4170 or hrcomp@tamu.edu or Kim Johnson at 979.845.1565 or hrhsc@tamu.edu for HSC.

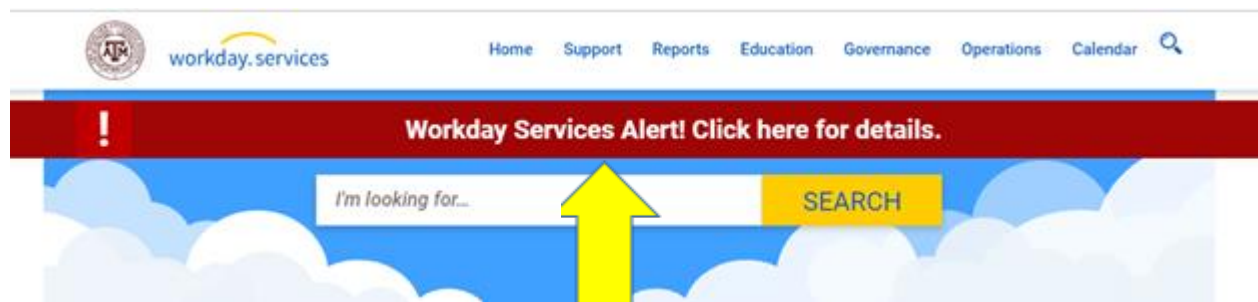
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Workday 32 Defect: Retroactive Payroll Processing

Workday has identified a defect in the Workday 32 release for Retroactive Payroll Processing; they are working on a solution. In the meantime, the Workday Services team will be working to develop a report to identify any worker with a future dated termination date and have a pay result with a completion date prior to the termination date. The report will be used to perform one of the following actions:

1. Rescind the termination and re-enter the termination once it's effective.
2. Move the No Retro Processing Prior To Date forward for the affected employee. The date needs to be moved forward to the first day of the pay period that follows the period with the completed pay calculation.

More details are available on the *new* Workday Services website available on the SSO menu by selecting *Workday Help*.



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UIN/I-9

To ensure the hire and onboarding processes in Workday go quickly and smoothly, please include the following items in the comments when entering a new hire into Workday:

1. UIN Number
2. Full legal name as found on the I-9
3. Pay sequence for TAMU rehires (used for Guardian access)

Please review the reminders below for completing I-9's.

1. The I-9 can be started once an offer has been accepted
2. E-verify must be completed within three business days of hire date
3. A new I-9 is needed when the employee is changing jobs within the System (member to another member)
4. Section 3 – rehire is needed when the employee is changing jobs within TAMU (one department to another department within TAMU)

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Performance Management – Errors on Evaluations

We have received several emails regarding errors made on the employee's self-evaluation or the manager's evaluation and the need to correct them. A new Job Guide has been added called [Correcting Evaluations – Manager](#).

For additional questions about Performance Management, please continue to refer to the [Job Guides](#) on the Performance Management [website](#).

Please email questions to HREvaluations@tamu.edu.

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WELLNESS WORKS!

Please share the following information with employees in your department.

Wellness Happenings for May

Check out the *WELLNESS WORKS!* monthly newsletter [here!](#)

WELLNESS WORKS!

News/Announcements:

- Mental Health Awareness Month – learn [more!](#)
- Telehealth Services Available through [Deer Oaks EAP](#)
- Walking and/or Running [Routes](#)

Upcoming Events:

- **FREE Financial Counseling on Campus**
Additional information including RSVP available [here](#).
- **On-campus Wellness Exams with Catapult Health**
Presented by Catapult Health
Tuesday, June 4, Wednesday, June 5, & Thursday, June 6
Wednesday, June 19, Thursday, June 20, & Friday, June 21
8:00am – 5:00pm | 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!](#)

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Division of Human Resources
& Organizational Effectiveness

Questions? HRnetwork@tamu.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

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