



# HR LIAISON NETWORK NEWS

May 14, 2018 | Share the following information within your departments as appropriate.

## HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS / PAYROLL SERVICES

[Workday Updates – Coming June 7](#)

[Weekly Job Aid Update](#)

[Cancel a Business Process](#)

[Summary Document](#)

[Promotion / Transfer / Reclassification Timing](#)

[Hiring An Active TAMU System Employee](#)

[Performance Management](#)

### WELLNESS WORKS!

[EAP Employee Enhancement Newsletter for May](#)

[2018 May Interim Fitness Session Schedule](#)

[Texas A&M is Living WELL Aware Workshop](#)

[Chronic Pain Self-Management Workshop Series \(6-week Commitment\)](#)

## PAYROLL REMINDERS

May 14:

- Monthly Pay Day

May 16:

- Monthly **retro** business process approvals due at 5 pm.

May 17:

- Monthly Pay Calculation Results Report available at 12 pm.
- #18-19 **retro** timesheets & Workday retro BP approvals due at 5 pm.

May 18:

- Monthly Pay Calculation Results Report refreshed at 10 am.
- #18-19 Current timesheets, Workday BP Approvals, Lump Sum Payouts & Supplements due at 11 am.
- #18-19 Pay Calculation Results Report available at 12 pm

May 21:

- #18-19 Current timesheets, Workday BP Approvals, Lump Sum Payouts & Supplements due at 11 am.
- #18-19 Pay Calculation Results Report available at 12 pm

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

## HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS / PAYROLL SERVICES

### Workday Updates – Coming June 7

Beginning June 7, Workday's [User Interface](#) (UI) will look similar to the mobile application allowing better access to the inbox and notifications. In addition, the original Workday eLearning courses will be archived with the release of this new UI. A new course will be available for new employees and managers to introduce them to Workday. As we move through the first year of using Workday, the Workday Services Team will continue to assess the needs of the A&M System and work towards creating training materials that are sustainable and easily updated based on Workday Releases and new functionality.

The following courses will no longer be available beginning June 7:

2113188: GA010: TAMUS Workday Core Concepts

2113189: GA020: Navigating Workday

2113193: GA060: TAMUS Workday Core HCM Concepts (Managers)  
2113195: SK410 Merit and Performance (Managers)  
2113196: SK420 Working in Workday for Managers  
2113197: SK430 Recruiting (Managers)  
2113198: SK440 Staffing and Separation (Managers)  
2113199: SK450 Time and Absence (Managers)  
2113281: GA050: TAMUS Workday Core HCM Concepts  
2113282: SK210: Recruiting  
2113180: SK220: Staffing  
2113192: SK230/240/250: Goals and Performance, Tracking Time, Time Off and Leave  
2113247: SK260/SK270: Common Employee Questions, Common Manager Questions

[Top](#)

### Weekly Job Aid Update

The job aid formerly titled “Delegate Task” has been updated to include the process of switching accounts to complete a delegated task. View the new “Delegate and Complete Delegated Task” job aid in [Workday Help](#) under the Use Workday section. Please note: job aid updates going forward will reflect the new user interface (UI) that will go into production beginning June 7. For more information on the new UI, please see the *Workday Updates – Coming June 7* item in the April 30 edition of HR Liaison Network News or visit News & Updates on [Workday @ Texas A&M](#).

[Top](#)

### Cancel a Business Process

HR Contacts have the ability to *cancel* certain business processes in Workday. The *cancel* functionality exits the business process step without taking any further action when there are data entry errors, a change in plans, or the event is no longer needed **while the event is in progress**. The *cancel* functionality does not have routing approvals. **Once the action is taken, it cannot be reversed**. Please exercise caution to assure the data edited or action taken is appropriate before completing the action. If the cancel action of one business process impacts related staffing or compensation sub processes, benefits, or payroll, evaluate and take action as needed. For audit purposes, please be sure to adequately document the need for this process in the comment box. Refer to the job aid “*Correct, Cancel and Rescind*” available in [Workday Help](#) for instructions (see page 3).

*Exception – never cancel a business process completed during the conversion process to Workday. Instead, please email [workday@tamu.edu](mailto:workday@tamu.edu) if there is a presumed need to cancel any business process event indicated in the process history as “conversion” or “convert”.*

Cancel is available for the following business processes:

- Create Position
- Edit Position Restrictions
- Hire
- Add Additional Job
- Change Job
- Termination
- End Additional Job
- Switch Primary Job
- Contract Contingent Worker
- End Contingent Worker Contract
- Legal Name Change
- Request Compensation Change
- Request One-Time Payment
- Change Default Compensation

[Top](#)

### Summary Document

A new resource titled [Important Info for Liaisons – HR Contacts](#) is now available on payroll’s website in the Spotlight section. This document gathers pertinent payroll services topics sent out on prior weekly LNN’s from 12/17/2017 thru 4/30/2018. Topics are grouped by Subject. Please share this information with others in your department.

[Top](#)

### Promotion / Transfer / Reclassification Timing

We are noting payment issues when an employee has a Change Job business process that promotes or transfers them into a different position or reclassifies their current position and they are moving from a bi-weekly to monthly pay group

with the change. Most changes are being initiated *during* a biweekly period (i.e., change is effective 4/01/18 which is in the middle of the biweekly period 3/25/18 through 4/07/18). You greatly increase your employee's chances of being paid timely & correctly in both positions if you change their pay group at the beginning of a biweekly period. Thus, in the example above, the effective date moving from biweekly to monthly should be either 3/25/18 or 4/08/18, depending on the department's needs. We are seeing numerous instances of employees not receiving expected monthly pay or being overpaid because they submitted monthly work on their biweekly timesheet. Timing is critical to receiving expected pay results. Additionally, retro & current business process deadlines should be taken into consideration; a department may start the change job process early but if it is still routing for approval after monthly deadlines, the resulting action will not calculate until the following month.

[Top](#)

### Hiring An Active TAMU System Employee

Please be aware of internal candidates as you interview applicants for an open job requisition. Since moving to Workday, all TAMUS employees are now contained in the same database. If you intend to hire an internal candidate, please ensure the current department or System member is aware of the transfer or promotion. Likewise, if you are losing an employee, please ensure they are not going to work for another department or System member. Current employees who go to work for another department within TAMUS should not be terminated. The Recruiting process within Workday will initiate a Change Job process to complete the transfer of the employee.

[Top](#)

### Performance Management

Annual performance evaluations for non-faculty employees are due by May 31, 2018. Here is important information:

- If a manager has not received an inbox item in Workday to complete the Manager Evaluation for an employee, they can check the current status of the evaluation using the following steps:
  - Use the search bar to search for the employee's name.
  - In the employee's profile, click Performance, then click the Performance Reviews tab to see the current status and the person responsible for completing that step.
  - If the status displays "Complete Self Evaluation for Performance Review", the employee needs to submit their Self Evaluation for the manager to be able to access the Manager Evaluation.
  - If the status displays "Get Additional Manager Evaluation" or "Get Additional Reviewers", the manager needs to assign or skip that task to be able to access the Manager Evaluation.
- We have 10 job guides, one for each step of the process on our [Resources](#) page.
- Please see the list of training courses offered in May below (click on the title to access the description and dates on our website):
  - Webinars
    - [Workday Demo: Performance Management - Managers](#)
    - [Evaluations are Here! Best Practices for Employees](#)
    - [Evaluations are Here! Best Practices for Supervisors](#)
  - Classroom
    - [Performance Management: Supervisory Best Practices](#)

If you have any questions or need assistance, contact [HRevaluations@tamu.edu](mailto:HRevaluations@tamu.edu) or (979) 845-4153.

[Top](#)

---

## WELLNESS WORKS!

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

### EAP Employee Enhancement Newsletter for May

Read the latest issue of the Deer Oaks Employee Assistance Program (EAP)

Employee Enhancement Newsletter for information about:

- Online Seminar Reminder: *DIY: Apps and Guides for Household Management*
- Planting a Family Garden
- Digital Grounding: Modern Discipline
- When a Loved One is Dying
- Take Precautions with Pain Relievers
- How To: Seven Ideas to Earn More Money

Learn about these helpful topics and more from 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.

A blue graphic with a white mountain-like shape at the top, containing the text "WELLNESS WORKS!" in white capital letters.

WELLNESS WORKS!

[Top](#)

## 2018 May Interim Fitness Session Schedule

The May interim fitness schedule for Texas A&M University faculty and staff employees will occur May 2 through May 25. Check out class times and locations [here](#)! Stay tuned for the full 2018 summer fitness schedule that begins May 29.

[Top](#)

## Texas A&M is Living WELL Aware Workshop

*Work/Life Balance: Managing Our Days & Nights | Wednesday, May 16 | 1:00pm – 3:00pm | Rudder 501*

While *Passionately Pursuing Our Purpose and Priorities* and *Making Movement Mandatory* are essential elements to health and happiness, adequate sleep is vital! Too often, we ignore this critical aspect of our health. Sleep disorders not only affect our daytime activities and productivity, but also increase our risk for health disorders including cognitive decline and heart disease. Many are unaware they actually have a sleep disorder. Do not miss this seminar by Patricia J. Sulak MD open to all TAMU employees. Topics will include:

- Types of sleep disorders and ways to improve the quality of your sleep
- Work/Life Balance: You **CAN** have it all!

To attend the live event, register [here](#). Light refreshments will be provided.

[Top](#)

## Chronic Pain Self-Management Workshop Series (6-week Commitment)

*Beginning Wednesday, May 23 and Ending Wednesday, June 27 | 11:00am – 1:30pm | GSC Room 1214*

WELLNESS WORKS! and the Texas A&M Center for Population Health and Aging invite you to register for a FREE program that was developed at Stanford University to teach adults strategies to empower and improve overall well-being. Self-management workshops compliment clinical care and are evaluated and approved by the Center for Disease Control. This workshop is designed for anyone (and/or their support person) with on-going chronic pain. This workshop meets weekly for six weeks for 2.5 hours *each Wednesday*. Participants will learn:

- Techniques to deal with problems such as frustration, fatigue, pain and isolation
- Moving easy exercise and nutrition for maintaining and improving strength, flexibility, and endurance
- Appropriate use of medications
- Pacing activity and rest
- Communicating effectively with family, friends, and health professionals
- Learning and practicing self-management tools like problem solving, action planning and decision making

*\*Please be aware that this is a 6-week commitment with a 4 week minimum requirement.*

*\*Please bring your lunch as food will not be provided.*

To register for this workshop, please contact Rachel Foster at [rfoster@tamhsc.edu](mailto:rfoster@tamhsc.edu) or 979.436.9353 no later than Monday, May 21.

[Top](#)



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)

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