



# HR LIAISON NETWORK NEWS

May 20, 2019 | Share the following information within your departments as appropriate.

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## PAYROLL REMINDERS

### 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

### May 22:

- Monthly Pay Calculation Results Report refreshed at 10am
- Monthly Lump Sum Payouts & Supplements due at 11am

### May 23:

- Monthly Pay Calculation Results Report refreshed at 10am
- Current Monthly Workday BP Approvals due at 5pm

### May 24:

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

[Processing Schedules](#)

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## Nominations Open Tomorrow for SEBAC Representatives

Nominations will open tomorrow 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 for this important committee by Thursday, May 30. Information about SEBAC along with the nomination link will be available at [employees.tamu.edu/benefits/sebac/sebac-election](https://employees.tamu.edu/benefits/sebac/sebac-election) tomorrow. Texas A&M University and the Health Science Center will each have a SEBAC representative. Once the nominations have been confirmed, a slate of candidates and information about voting procedures will be distributed. Watch for an email detailing the SEBAC nomination process tomorrow, May 21. Questions regarding the nomination process may be referred to [hr-feedback@tamu.edu](mailto:hr-feedback@tamu.edu).

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## HR Liaison Designation Statement of Responsibility Form

As a reminder, an HR Liaison Designation Statement of Responsibility Form should be submitted when an employee enters a role that requires any HR Liaison security role or when an employee vacates a position that holds an HR Liaison security role. The HR Liaison Designation Form can be found [HERE](#).

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## Upcoming Process for FY20 Employees in the 12 Over 9 Program for Insurance Premiums

In early June the System Benefits Administration office will be identifying FY20 participants for the 12 Over 9 Program for insurance premiums payment. HROE will need your help by mid-June to confirm, remove and/or add participants based on your knowledge of their FY20 appointment status. Any full-time, monthly-paid employees appointed for less than 12 months and participating in benefits will be programmed in Workday as participating in the 12 Over 9 Program. Employees in this program will pay the 12 months of insurance premiums compressed over 9 months, rather than deducting all of the premiums from their May earnings or having the premiums deducted from summer compensation. They need to be identified and confirmed before Open Enrollment begins July 1, so that their Open Enrollment task in Workday will accurately reflect the compressed premium rates. Please be aware and prepare accordingly if you know of employees who:

1. Are currently in 12 month appointments but will be reduced to 9-11 months in FY20 and should be **added** to the program.
2. Will be identified for 12 Over 9 but have confirmed plans to retire or terminate next May 2020, and therefore should be removed from 12 Over 9.
3. Are currently in 9-11 month appointments and will be identified for 12 Over 9, but always have a three-month added job in the summer and would prefer to have deductions come from summer compensation.

We will share lists by College/Division when we receive them in early June, and will be asking for your review of the identified participants. We will need to know the Last Name, First Name, and UIN of any employee who will need to be **added** to the System's list (#1 above) or should be **removed** (#2 or #3 above).

Watch for future LNNs with the dates the reports will be available, and when the list of those to be added or removed will be due back to [benefits@tamu.edu](mailto:benefits@tamu.edu) or [hschr@tamu.edu](mailto:hschr@tamu.edu).

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## Workday Services Education for June

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

### **Spotlight: Open Enrollment 2019-2020 | June 5, 2019 | 8:30am to 9:30am**

This Spotlight Session will provide an overview of the process for Open Enrollment where Employees will elect benefits for the upcoming fiscal year. Learn what's new, how staffing decisions can impact the Open Enrollment experience for your Employees, and how those decisions can possibly trigger an unexpected Open Enrollment event.

*Target Audience:* Benefit Partners, HR Partners and HR Contacts

*Link to Meeting:* [HERE](#)

*Password:* Workday

*Dial in Audio:* 1-415-655-0003

*Access Code:* 925 875 369

**Workday Wednesday: Job Classifications | June 19, 2019 | 8:30am to 9:30am**

Job Classifications are attributes of a job profile that are defined system-wide in the job catalog. This webinar will define the various job classifications, demonstrate how the job classification can be overridden at the position level, and discuss reports that can be used to identify job classifications.

*Target Audience:* HR Partners and HR Contacts

*Link to Meeting:* [HERE](#)

*Password:* Workday

*Dial in Audio:* 1-415-655-0003

*Access Code:* 922 313 047

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### **Workday Release Notes, 05/16/2019**

Please review this week's release notes available on the home page of the new [Workday Services Help website](#). Information regarding the following topics are included in this week's edition:

- Critical reports for Benefits Partners
- Employee letters for summer deductions
- New merit participation rules
- Business Objects Report
  - Wage Utilization Percent Effort by Month
  - Payroll Fund Summary Report by Fiscal Month
  - SGIP Summary by Fiscal Month
- Performance and goals reports
- New reason for Edit Position Restrictions
- Security change for the Ineligible for Rehire report
- Reordered the Onboarding sub-process step in the Change Job business process
- Rule added to the Change Contact Information business process
- New location for Texas A&M International University

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### **Workday Update – Week of May 13**

Workday Updates have been posted online. This week's updates include the new Workday Services website being available, Social Security Numbers, Termination Reasons, Costing Allocations during Change Job, Employment of Adjuncts/Fixed-Term Faculty and Benefits Eligibility. Full details about these updates are found on the [Workday Weekly Updates webpage](#).

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### **Correcting Performance Evaluations**

Need to correct a Performance Evaluation? Errors and updates on the employee's self-evaluation or the manager's evaluation can now be corrected before the manager's final acknowledgment. Check the [Correcting Evaluations – Manager](#) job guide for instructions.

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### **Information for Talent Analysts**

To help identify the status of performance evaluations, Talent Analysts have access to two Workday reports to track the Performance Review Process for employees in the supervisory organizations they support.

- **Performance Review Process (Incomplete)** – this report will list employees in your supervisory organization who have not yet completed the overall Performance Review Process. It will display which Review Template the employee is using, the Current State, and the Date and Time Initiated.
- **Performance Review Process (All)** - this report will display all employees in your supervisory organization, the current state of the Performance Review, the Status, the Date and Time Initiated, and which Review Template the employee is using.

To access either of these reports as a Talent Analyst:

1. Access the Workday Home Page.
2. Click the *Team Performance* worklet.
3. Confirm the Team Performance Dashboard loads.
4. Locate one of the aforementioned reports.
5. Locate and click on "View More..." at the bottom of the report window.
6. Click in the Company search box.

7. Scroll to locate Texas A&M University (or Texas A&M University Health Science Center, if applicable) and click the appropriate check box(es).
8. Click OK.
9. The report displays with information specific to the supervisory organizations supported.

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](mailto:HREvaluations@tamu.edu).

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### **New Reason Added for Edit Position Restrictions Business Process**

A new reason of "Update Position Restrictions for Annual Review" has been recently added to the Edit Position Restrictions business process in Workday. This reason may now be used when updating the employee's position description during the annual performance evaluation period. When this reason is used to update the position description, the employee will receive an email notification to view their position restrictions after approvals are complete.

If you have any questions regarding the edit position restrictions process for staff positions, please contact Classification and Compensation at 979.845.4170 or [hcomp@tamu.edu](mailto:hcomp@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!](#)

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

#### **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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### **Blue Cross Blue Shield of Texas Benefits Value Advisor – At Your Service**

Understanding your health care insurance benefits can be tricky, especially when a doctor orders a procedure. Make a Benefit Value Advisor (BVA) your first call before scheduling a procedure, so they can help you get the best value. Connecting with a BVA is simple, just call the number of the back of your Blue Cross Blue Shield health insurance ID card.

Here's what a BVA can do:

- Help you understand your benefits.
- Give you a cost estimate for certain health care services or procedures.
- Schedule a doctor or procedure appointment.

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Division of Human Resources  
& Organizational Effectiveness

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

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