



HR LIAISON NETWORK NEWS

May 21, 2018 | Share the following information within your departments as appropriate.

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PAYROLL REMINDERS

May 21:

- Monthly Pay Calculation Results Report refreshed at 10am
- #18-19 Current timesheets, Workday BP approvals, Lump Sum Payouts & Supplements due at 11:00am
- #18-19 Pay Calculation Results Report available at 12:00pm

May 22:

- Timesheets Locked; only Timekeepers can update
- Run Timekeepers Reports
- #18-19 Pay Calculation Results Report refreshed at 10:00am
- Monthly Pay Calculation Results Report refreshed at 10:00am
- Monthly Lump Sum Payouts & Supplements due at 11:00am
- Current Monthly Workday BP approvals due at 5:00pm

May 23:

- Monthly Pay Calculation Results Report refreshed at 10am

May 25:

- Bi-weekly Pay Day

May 28:

- TAMU Holiday; Payroll Services & HROE Closed

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

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS / PAYROLL SERVICES

Employees Not Working in the Summer Months

Employees who will not be working in the summer but are expected to return in the fall should not be terminated in Workday (including but not limited to adjunct faculty, graduate students, and/or student workers). Their positions are paid based on a recurring [Academic Pay Period](#). When the next Academic Pay Period begins, the employee will be considered working again. Salary employees paid monthly will be paid without further action. Employees paid hourly will begin submitting timesheets to be paid.

Employees that are not expected to return to work in the fall should be terminated to end the work period and remove them from the payroll before the next Academic Pay Period starts.

Also, vacant positions of these types do not need to be eliminated – they can remain open until filled. They will not encumber in FAMIS, nor will they be included in the annual “prep” budget process.

It is important to note that any employee who is not terminated will continue to have the security role permissions assigned to them in Workday.

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Workday Update – May 2018

- Absence Management (Absence Partner)
 - All Worker Time Off (Active and Terminated) Report now available
 - Time off adjustment for lump sum payout of faculty frozen vacation created for use in the Maintain Accrual and Time Off Adjustments/Overrides task
 - FLSA Comp Time Off Plan eligibility changed; salaried employees can see/use FLSA Comp Time they may have earned while in an eligible position
 - Employee access to View Leave Report for reviewing leave of absence time, especially FMLA; added to Commonly Used Report List
 - Annual Emergency Leave Report is available to monitor employees who took more than 32 hours emergency leave during the last fiscal year; added to the Commonly Used Report List
 - Length of State Service Report updated (Absence Partner and HR Contact)
- Compensation (HR Contact)
 - The job family Student Worker Work Study has been created and work study employment Job Profiles have been assigned (instead of job family Student Worker)
- Staffing (HR Contact)
 - Hire business process help text updated to add Hire effective date and First Day of Work must be the same date
 - Onboarding business process TO Dos reordered; Change 1095-C Printing Election and Enroll in Electronic W2 now the last group of steps triggered to the employee

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Workday Reminders

- Annual performance evaluations for non-faculty employees must be completed in Workday by May 31, 2018; visit employees.tamu.edu/pd/performance/management/resources/ for helpful resources
- Need to **Create a New Position, Reclassify an Existing Position, Update a Position Description**, process an **Internal Promotion and Transfer, Add a Job** (Dual Employment), **Assign Costing Allocations** or **Move Employees**? Visit employees.tamu.edu/compensation/job-changes/ for step-by-step instructions
- HR Contacts can **Cancel** a business process while the event is in progress; visit employees.tamu.edu/workday/cancel-a-business-process/ for details
- Options for **summer faculty compensation** can be found in the HR Liaisons section available at employees.tamu.edu/workday/using-workday/
- **New user interface** will launch June 7; visit employees.tamu.edu/workday/home/ for more information
- Several **Workday eLearning courses** will no longer be available beginning June 7; visit employees.tamu.edu/workday/ to view the list of courses being retired

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Performance Management

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

- Managers should not submit the Manager Evaluation until after they have met with the employee to discuss the evaluation. Managers should use the Save for Later button to save their draft, then submit only after they have met with the employee and the evaluation is final. Once a manager clicks submit on the Manager Evaluation, the evaluation cannot be changed or sent back for edits. If you have submitted in error, contact HRevaluations@tamu.edu.
- The print feature in Workday for evaluations generates a PDF that can be saved or printed. At this time, the PDF does not contain the overall rating section of the evaluation. Managers and employees are encouraged to use their Internet browser's print function (Ctrl + P) while viewing the summary editor of the evaluation to print the complete evaluation until a fix is in place.
- We have 10 job guides, one for each step of the process on our [Resources](#) page.
- Please see the list of upcoming training courses below (click on the title to access the description and to register on our website):
 - [Performance Management: Supervisory Best Practices](#) (classroom on May 25 from 1:00 to 4:30pm)
 - [Evaluations are Here! Best Practices for Supervisors](#) (webinar on May 29 from 10:00 to 11:00am)

If you have any questions or need assistance, contact HRevaluations@tam.u.edu or 979.845.4153.

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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.

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Reminder: Important Dates for Staff Reclassifications and Equity Adjustments with a 9/1/18 Effective Date

As a reminder to all managers and HR Liaisons, the deadline for submission of FY2019 staff reclassification actions to **be guaranteed completion** for the merit process is Monday, May 21, 2018. All actions submitted by close of business this date are guaranteed completion by June 25 (of both the Edit Position Restrictions and Change Job process, both required for reclassification in Workday), when the FY2019 merit process initiates in Workday. When submitting, please note those reclassifications intended for a 9/1 effective date in comments. Staff equity adjustments for a 9/1 effective date have a submission deadline of Monday June 4, 2018, in order to be guaranteed HR review completion by June 25 before the merit process initiates. Proposed equity adjustments should be submitted via memorandum to hrcomp@tam.u.edu (TAMU) or the Laserfiche process (HSC). See additional information at <https://employees.tam.u.edu/compensation/fy19-comp-resources/>. For additional assistance, TAMU departments should contact Classification & Compensation by email at hrcomp@tam.u.edu or by phone at 979.845.4170. HSC departments should contact Kim Johnson via email at kimjohnson@tam.u.edu or 979.458.3051.

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WELLNESS WORKS!

Please share the following information with employees in your department.

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 or 979.436.9353.

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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.

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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.

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FREE Wellness Exams On Campus

June 5 & 6 | 8:00am – 5:00pm | General Services Complex 101 B/C

June 7 | 8:00am – 5:00pm | General Services Complex 101 A

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!](#) Catapult Health will return for wellness exams June 19, 20, 21.

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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ANNOUNCEMENTS

FAMIS Workday Integration / PCT Improvements

Sent on behalf of FAMIS Services

Last week, the FAMIS team moved a few program improvements forward to production which should resolve many of the issues experienced in the following areas:

- **Account Feed to Workday** – this feed process has been modified a few times since our go-live. Currently the feed of accounts to Workday should be stable, and sending accounts based on our current criteria. As a reminder, accounts are fed to Workday based on the following criteria which can be investigated using FAMIS.
 - Accounts must have a valid Payroll Accounting Analysis code associated with them. Either entered on Screen 8 for SL accounts or Screen 52 for Support Accounts. When there is no entry on Screen 52, we will look back at the SL account for an AA code, Screen 8.
 - We feed project related accounts to Workday 1 day prior to the start date entered on Screen 9 for SL's, or Screen 51 for SA's. When there is no entry on Screen 51, we will look back to the SL on Screen 9. If there's a Start Date entered in either place, we will use that date, and back up by 1 day to feed it to Workday
 - Caveat – The initial feed of accounts to Workday was produced by a combination of data from FAMIS, BPP and the Data Warehouse. So, the criteria that FAMIS uses was not applied to this feed. This has resulted in several accounts having been fed to Workday in the conversion process, that would not have normally been sent by FAMIS. Additionally, we've tweaked the account feed process a few times since go-live. We are continually improving the feed, but let us know if you have any questions.
 - Support Account transaction "allow" flags on Screen 6, control whether Support Accounts can have Expense / Revenue and Budget / Actual transactions. For instance, if Actuals are not allowed on a Support Account related to an SL, we will not feed the Support Account to Workday.
 - Frozen / Deleted accounts are not fed, this can be verified on Screen 44 or Screen 54 in FAMIS
 - We do not feed accounts that begin with "9" to Workday
 - College Work Study Accounts are not fed to Workday – these must be established on Screen 727 in FAMIS, and an appropriate title code must be assigned in Workday.
- **Account Feed – reactivate** – initially we could not reactivate accounts in Workday via a FAMIS feed. We now have the ability to do so, and our feed process has been changed to do this function. This should alleviate the need to contact the Workday Helpdesk requesting account reactivations be done manually.
- **Project Feed to Workday** – the project feed to Workday is currently undergoing some of the same enhancements that we've completed for accounts. We expect to move these improvement to production soon.
- **PCT Program Corrections** – this week we moved many program changes to production addressing most of the PCT issues we have experienced, including but not limited to the following:
 - Hours displayed on the PCT Worksheet should be correct now
 - Accounting fixes:

- Negative amounts being posted as positives
- Bank issues where the bank wasn't being built into the transaction properly
- Net zero moves, for instance moving a transaction from TRS90 to TRS
- PCT's with the same account on multiple lines should work properly now, in the past if you made a change to one of the lines, it would be reflected on all lines with that same account number
- PCT's changing due to Workday corrections being posted while the PCT is in route. In the past, when the Workday correction posted while a PCT related to that same pay period was already in progress, the existing PCT would try to combine the correction records with the previously posted and in-progress PCT. The correction records will now be excluded. If you want them included, cancel the existing in-progress PCT, and create a new PCT for that pay period.
- Valid SSN Error – this error was occurring when the account is non-state and the SSN is not required.
- Processing Office workers can now change sub-codes for Student Worker and College Work Study students on PCT's

As a reminder, questions regarding costing allocations, payroll encumbrances, and payroll cost transfers, should be referred to FAMIS Services via email at FAMIShelp@tamus.edu.

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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/liaisons

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