



HR LIAISON NETWORK NEWS

May 28, 2019 | Share the following information within your departments as appropriate.

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PAYROLL REMINDERS

May 30:

- #19-20 **RETRO** Timesheets & Workday Retro BP Approvals due at 5pm

June 3:

- Monthly Pay Day
- #19-20 Current Timesheets, Workday BP Approvals, Lump Sum Payouts & Supplements due at 11am
- #19-20 Pay Calculation Results Report available at 12pm

June 4:

- #19-20 Timesheets Locked; only Timekeepers can update
- Run Timekeeper Reports
- #19-20 Pay Calculation Results Report refreshed at 10am

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HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

Save the Date – HR Liaison Network Summer Meeting

General Services Complex, 101A

Tuesday, June 25 - morning and afternoon session

This meeting will be made available to liaisons at remote campuses outside of the Bryan/College Station area through videoconferencing or a recorded link. Additional details coming soon.

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SEBAC Nominations Close Thursday, May 30

This Thursday, May 30, is the last day to submit nominations for The Texas A&M University System Employee Benefits Advisory Committee (SEBAC). Both Texas A&M University and the Health Science Center have a representative for their campus. Information about SEBAC including the nomination link is found at

employees.tamu.edu/benefits/sebac/sebac-election along with information about the representative's duties and the election process. Questions regarding the nomination process may be referred to hr-feedback@tamu.edu.

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Student Employment Office Summer Workshop Schedule Available

Sent on behalf of the Student Employment Office

The Student Employment Office offers FREE training workshops for both student employees and their supervisors. A complete list of the summer workshop schedule and information on registration can be found at <http://ers.tamu.edu/default.aspx?department=SEO>. Click on the event link to view a brief description. To register, please click on the "Login Here" link, enter your Net ID and Password, and click the "Complete Registration" button. Don't hesitate to take advantage of these FREE training opportunities for you and your students. For more information, contact the Student Employment Office at jobsforaggies@tamu.edu or 979.845.0686.

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Past-due TrainTraq Report

Sent on behalf of the Student Employment Office

Please remind your student employees to complete their state-mandated TrainTraq trainings within 30 days of being hired or before their assigned due date for continuing student employees and graduate assistants. We have over 1000+ TrainTraq trainings that are currently past-due. Our #1 response we receive from students replying to our emails is that they no longer work for their department. Please terminate these students promptly in Workday. Questions regarding past due trainings for student employees should be referred to the Student Employment Office at jobsforaggies@tamu.edu or 979.845.0686.

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Performance Review Processes

Performance Review Deadline is Friday, May 31, 2019

Please see the [Performance Management webpages](#) for more information, Workday job guides and other resources. Talent Analysts should be running the reports below to ensure all supported managers are on track to complete their employees' reviews by Friday.

Correcting 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.

Information for Talent Analysts

To help identify the status of performance evaluations, Talent Analysts have access to several Workday reports to track the Performance Review Process for employees in the supervisory organizations they support. The most commonly used reports are:

- **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.
- **Performance Review Acknowledgment Audit Report** -Returns a report of the manager and employee acknowledgements from the performance review process. Talent analysts may use this to audit where a position description may need to be updated or where an employee did not agree with the review.

To access these reports as a Talent Analyst:

1. Click the *Team Performance* worklet from your Workday Home Page; **-or-**
2. Type the first few letters of the report name in the Global Search Bar

Please email questions to HREvaluations@tamu.edu.

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Recruiting – New Partnership with Glassdoor

HROE has entered into a partnership with the popular employment and company review website Glassdoor. This partnership allows Texas A&M University, including the Health Science Center, to create and maintain relevant content, highlight events, advertise job openings, and much more. Anyone associated with Texas A&M University or the Health Science Center can leave a review of their employment or interview experience when applying for employment. More information will be coming soon about using Glassdoor for your job search. In the meantime, please visit [Texas A&M University's Glassdoor page](#) and leave a review!

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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

**NEW! Managing Merit in Workday: Training for Partners and Managers
June 12, 2019 | 11:00am to 12:00pm**

This session will provide an overview of what to expect and how various security roles may participate in the merit process. Workday Services will take you step by step to demonstrate how to propose merit, use reports to monitor the process, maintain merit pools and manage employee participation. Note: Be advised that Manager training will be targeted first. These individuals can then leave the training if desired as we cover activities managed by Partner level security roles. **This training will be repeated in July.*

Target Audience: Managers, HR Partners, Merit Partners

Link to Meeting: [HERE](#)

Password: Workday

Dial in Audio: 1-415-655-0003

Access Code: 925 445 720

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 Education Changes

- New Job Aids
 - Managing Your Bank Accounts – describes how to distribute funds over multiple bank accounts
 - Additional Reviewer Evaluates Employee – provides step by step instructions on how the Additional Reviewer participates in the Annual Performance Review Process
 - Additional Manager Evaluates Employee – provides step by step instructions on how the Additional Manager participates in the Annual Performance Review Process
- Updated Job Aids
 - Complete Performance Review (Staff with Self Eval) – removed steps for additional review and additional manager review to be separated into their own job aids
 - Edit Position Restrictions – employee receives a notification when these are updated
 - Add Awards and Activities – updated overview and changed name to Add Awards and Activities for Your Employee
 - Add Awards and Activities (ESS) – updated overview and changed name to Add Awards and Activities
 - Manage Goals – name changed to Manage Goals for Your Employee
 - Manage Goals (Employee) – name changed to Manage Your Goals
 - Change Benefits for Live Event ESS – name changed to Change Benefits (Life Event)
 - Change Photo (ESS) – name changed to Change Your Photo
 - Change Photo – name changed to Change Photo for Your Employee
 - Edit Worker Additional Data Event (Employee) – updated overview and changed name to Edit Worker Additional Data Event

- Leave of Absence (Employee) – name changed to Leave of Absence
- Manage Certifications and Licenses – name changed to Manage Certifications and Licenses for Your Employee
- Manage Certifications and Licenses (Employee) – name changed to Manage Your Certifications and Licenses
- Onboarding (Employee) – name changed to Onboarding
- Request/Correct/Cancel Time Off – name changed to Managing Your Time Off
- Complete Open Enrollment (ESS and Partners) – name changed to Complete Open Enrollment
- Enter Adhoc Goals for Employee (Talent Analyst) – name changed to Enter Adhoc Goals for Your Employee
- Get / Give Feedback on Employee – name changed to Get or Give Feedback on Employee
- Manage Personal Information (ESS) – name changed to Manage Your Personal Information
- Manage Work Experience (ESS) – name changed to Manage Your Work Experience
- Managing Time Off Requests (Manager) – name changed to Managing Time Off Requests
- Passports and Visa Change (ESS) – name changed to Update Your Passport or Visa
- Upload My Experience (ESS) – name changed to Upload My Experience
- Quick Reference Guide
 - Job Classifications – coming soon
- Webinars
 - Navigate and Customize Your Workspace – deck and recording
- eLearning
 - Security Role Overview – in review
 - Recruiting – in progress
 - Performance – in progress
 - Time and Absence – in progress

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PAYROLL

Paid Holiday / Early Release Not on Timesheet

In order to get the time blocks to create for early release, paid holidays and inclement weather events the calculations need to run on the timesheet. These calculations run automatically when employees enter/update time. If an employee does not have worked time to enter or update (paid time off, holidays all week) or they entered all time prior to the event being added to the calendar, they should Run Calculations on their time sheet. You can find the option to "Run Calculations" in the Enter Time menu at the bottom left of the employee's timesheet. The timesheet needs to be submitted and approved for the time to pay.

Alternatively, Timekeepers can choose to run calculations for everyone or groups of individuals.

Run Time Calculations for a Date Range:

1. Search for Run Time Calculations for a Date Range report.
2. Select the workers for whom you'd like to run calculations.
3. Enter Run Frequency [Run Now].
4. Enter a Request Name.
5. Select a Start Date and End Date to define the date range for calculations.
6. Click OK to run process.

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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!](#)



News/Announcements:

- [Summer 2019 Fitness Schedule](#) – May 28 through August 2
- 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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MDLIVE - Your 24/7 resource for easy, convenient healthcare!

Download the [MDLIVE App](#) to access care for non-emergency medical issues, 24 hours a day, seven days a week through a convenient virtual service. Covered members on by the A&M Care health plan can see a board-certified doctor online 24/7 who can treat and prescribe medication, if necessary, for over 50 medical conditions. You can access quality healthcare anytime and anywhere on your phone, tablet, or computer. Stop waiting and feel better today!

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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

View the
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