



HR LIAISON NETWORK NEWS

May 29, 2018 | Share the following information within your departments as appropriate.

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PAYROLL REMINDERS

May 31:

- #18-20 RETRO timesheets & Workday RETRO BP approvals due at 5pm

June 1:

- Monthly Pay Day

June 4:

- #18-20 current timesheets, Workday BP approvals, lump sum payouts & supplements due at 11am
- #18-20 Pay Calculation Results Report available at 12pm

June 5:

- Timesheets locked; only Timekeepers can update
- Run Timekeeper Reports
- #18-30 Pay Calculation Results Report refreshed at 10am

[Processing Schedules](#)

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HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS / PAYROLL SERVICES

New Absence Report & Adjustment Created

All Workers Time Off (Active and Terminated) report is now available. Check the “include terminated workers” box from the report prompt page to include these employees in your results. A time off adjustment for lump sum payout of faculty frozen vacation was created for use in the Maintain Accrual and Time Off adjustments / Overrides task. [These items may be useful as you prepare Lump Sum Vacation Payouts and may need to be included with other forms and reports sent to Payroll Services.](#)

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Workday Update – May 24, 2018

- Absence Management (Absence Partner)
 - Vacation Time Off Eligibility updated – employees can now request vacation beginning on their time off service date instead of the first of the month following their service date
 - State Service Time visibility updated – now visible to all security roles with visibility of time off balances including Managers, Absence Partner, HR Contact
 - Accrual Added for Military Training and Duty Plan so an employee hired after the federal fiscal year begins (10/1) will accrue hours as eligible; must have a military certification added in Workday with the issued date blank or an issued date equal to the prior 10/1 for the hours to accrue
 - State Service Plans (longevity, hazard, retirement) updated so employee accrues the actual number of days worked in the month they terminate

- Time Tracking (Timekeeper)
 - The Worked on a Holiday calculations updated to properly account for the Holiday Adjustment Time Entry Code; now adjusts the amount displayed on the paid holiday time block directly
- Performance and Goals (Talent Analyst)
 - Employees Who Need Position Description Updates (new report) available to identify employees who need updates based on the performance review process

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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. 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.
- Once the manager submits the evaluation, the employee receives an inbox task to acknowledge the evaluation. The employee must select from two options – agree or disagree – with the evaluation; and, can add comments.
- Once the employee acknowledges the evaluation, the manager receives an inbox task to acknowledge the employee's acknowledgement. The manager must select whether the position restrictions need updating or position restrictions do not need updating; and, can add comments.

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 their supervisory organization.

- **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 "View More..." at the bottom of the report window.
6. Click on "View More..."
7. Click in the Company search box.
8. Scroll to locate Texas A&M University.
9. Click to select Texas A&M University.
10. Click OK.
11. The report displays with information specific to your supervisory organization.

If you have any questions or need assistance, please view the job guides on our [Resources](#) page, or contact HRevaluations@tamu.edu or (979) 845-4153.

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Hiring Notes

1. **Hiring Students** – When hiring a student, please ask them if they are currently working or have worked for the Texas A&M University System so you can search for them in Workday prior to initiating the Hire Process. You can go to the Global Search Bar at the top left corner of the Workday screen and search for the student, either by the first 3 letters of first and last name and/or UIN (if known). Initiating the Hire Process and using the Existing Pre-Hire to search for a student will not find a student who is actively employed, which will result in the dreaded duplicate hire issue.
2. **UIN** – The UIN is an important part of the employment process. It links the employee to much more than Workday. To ensure the correct UIN is used in the employee's record, **please enter the UIN in the comments box when initiating or providing information for the Hire Process.**
3. **Degree Verification Forms** – The Degree Verification form contains an applicant's SSN and should not be emailed unless the form has been protected. Degree Verification forms should be uploaded using the secure document upload website at <https://apps.tamuds.tamu.edu/SecureUpload/hiring-documents>. Please be sure to use Verf in the name of the document (i.e. VerfGJohnson.pdf) for easier identification.

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WELLNESS WORKS!

Please share the following information with employees in your department.



Free Fitness Sessions for Texas A&M Faculty & Staff

Maximize your [Wellness Release Time](#) with our free fitness sessions for Texas A&M faculty and staff, brought to you by **WELLNESS WORKS!**. The 2018 Summer fitness schedule will occur May 29 – August 3. Check out class times and locations [here!](#)

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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 [MyEvide](#) 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

Staff Development Day Presentation Recordings for SAW2018

For those who may not have been able to attend Staff Development Day during Staff Appreciation Week, recordings of the presentations are now available at staffappreciation.tamu.edu/development-day. All six presenters' videos are posted online along with their respective PowerPoint presentations. We also encourage you to view photos from department appreciation day events posted on the [SAW2018 Facebook page](#) and view photos from the week's events on our [Flickr page](#). Remember, staff appreciation is something we should keep going all year long because we have the best staff in higher education! We can't DO without YOU!

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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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