



HR LIAISON NETWORK NEWS

May 6, 2019 | Share the following information within your departments as appropriate.

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PAYROLL REMINDERS

May 6:

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

May 7:

- #19-18 Timesheets Locked; only Timekeepers can update
- Run Timekeeper Reports
- #19-18 Pay Calculation Results Report refreshed at 10am

May 10:

- Biweekly Pay Day

May 16:

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

May 17:

- Monthly **RETRO** Business Process Approvals due at 5pm

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HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

Important Update on Information Needed from HR Liaisons Regarding Summer Insurance Premiums

Many thanks to HR Liaisons who submitted their lists of employees terminating May 31 or having an added job for the summer from which to deduct insurance premiums. Benefit Services and HSC HR completed coding in Workday for over 350 employees to adjust their Summer Benefit Deductions *Other ID* as appropriate for termination, billing or deductions from summer compensation. All other employees who will be impacted by summer premium deductions received an email from System Benefits Administration, alerting them to view their personalized letter in HRConnect with details. For Texas A&M and HSC, over 1,000 employees received emails informing them of 4 months of insurance premiums to be deducted from May compensation. See attachment for a sample of the letter.

Additional Chance to Submit Lists: If HR Liaisons have received additional information employees that you did not previously submit, who are terminating May 31, or having an added job for 3 months in the summer from which the employee prefers insurance deductions to occur, please submit additional lists according to the following deadlines:

1. Biweekly employees – **Submit by May 10** (This will be too late for May 10 extra deductions that will have already processed but would appropriately stop the second additional deductions from the May 24 pay date)
2. Monthly paid employees – **Submit by May 15**

Submit lists to the email addresses shown below so that Benefit Partners can properly code the Summer Benefit Deductions Other ID in Workday for these employees.

For more information including the process worksheet link, visit <https://employees.tamu.edu/benefits/insurance/summer-insurance> online.

For Texas A&M University departments, contact Benefit Services at benefits@tamu.edu.

For Health Science Center departments, contact hschr@tamu.edu

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Recruiting

Job Requisition Workspace – The Workday 32 update introduced the job requisition workspace. The Workspace gives you a quick overview of each job requisition's progress within your responsibility. If you have not used this new feature, you can type "Workspace" in the Global Search Bar and click on Job Requisition Workspace. If the screen is blank, check the top right corner of that window and remove the filter with your name if it is present. Click the job requisition number to open it or click any number in the columns to the right to see the candidates in that status for that job requisition.

Reminder: The [Sample Interview Question Guide](#) and [Telephone Reference Contact](#) forms on our website have been revised to incorporate our new statement of commitment to Inclusion, Diversity, Equity, and Accountability (IDEA). An additional column on the [Screening Matrix](#) has been added that will ask a simple Yes or No question. The question will be "Does the candidate understand Texas A&M's commitment to IDEA?" This question will not be scored and is not a knockout question if answered No. Creating the question in this manner raises the awareness of the commitment to both the interviewer and interviewee and promotes a dialog that can be acknowledged.

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Performance Management – How to Make Corrections on Employee's Self-Evaluation

We have received several emails regarding errors made on the employee's self-evaluation or the manager's evaluation and the need to correct them. If these errors are caught prior to the final acknowledgment by the manager, the employee's evaluation can be sent back to make corrections. The Manager may take the following steps:

1. Click on the **Team Performance** Worklet on the Workday home screen.
2. Under the Actions section, click **More(n)**.
3. Click **My Team's Performance Reviews**.
4. Check the *In Progress* section for the employee's name and click the Send Back button on the far right to send it back to the employee.

More information about this process will be posted on the [Performance Management](#) webpages. In the meantime, please continue to refer to the [Job Guides](#) for assistance with the Performance Management process.

Please email questions to HREvaluations@tamu.edu.

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Training Compliance Reports for May – As of May 1, 2019

Attached is the monthly Required Employee Training Assignments Report for System-required employee training. Please check TrainTraq for pending assignments for your department's employees. If you have questions, please contact pdinfo@tamu.edu.

Summary

- The total number of past due assignments decreased 6.8% from 1905 to 1775.
- The total number of past due employees increased 0.2% from 881 to 883.
- The total number of past due Faculty employees increased 9.4% from 286 to 313.
- The total number of past due Budgeted Staff employees increased 3.2% from 154 to 159.
- The total number of past due Wage Staff employees increased 17.4% from 172 to 202.
- The total number of past due Graduate Assistant employees decreased 17.2% from 29 to 24.
- The total number of past due Student Worker employees decreased 22.9% from 240 to 185.

Required Employee Training Compliance Key Performance Measure

- Percentage of employees in M Workstation ADLOCs up-to-date or current on five required courses:
 - Creating a Discrimination-Free Workplace, EEO – 98.1%
 - Ethics – 98.0%
 - Information Security Awareness – 97.0%
 - Orientation to the A&M System – 99.2%
 - Reporting Fraud, Waste and Abuse – 98.8%
 - Required Training for Athletics Task Workers – 88.7%

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Workday Update – Week of April 29

Workday Updates have been posted online. This week's updates include Compensation, Benefits, Payroll, Reporting and Staffing. Training Updates include new job aids for Approve Time, updated job aids for Enter Time, Job Application Process, Add Additional Job, new quick references guides, WebEx decks and new eLearning. Full details about these updates are found on the [Workday Weekly Updates webpage](#).

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PAYROLL

Costing Allocation Report

Workday Services urges departments to run the *Missing Costing Allocation* Report prior to each biweekly and monthly payroll business process approval deadline. The report is used to determine which employees are missing costing allocation so the expense is not charged to the FAMIS default accounts. The report is accessible via the Workday search bar and the results can be exported to Excel. You may need to run separate reports for each Supervisory Organization you monitor.

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Timing of Move Workers (Supervisory) Process

Payroll has had reports of managers who have been unable to review and approve their workers timesheets due to their employees' move to a different supervisory organization and manager. Best practice would have the effective date under the new supervisor / manager be the first day of a future dated biweekly pay; however, you would not want to initiate the business process until the first Wednesday of the same period. Since timesheets are usually due to payroll services the first Monday of a new pay period, this will allow the correct manager time to approve timesheets they can confirm the hours submitted were actually worked.

Example of Optimal Timing:

Pay Period #19-18 (4/21 to 5/04)	Employees under Manager #1
5/05, 5/06 & 5/07	Manager #1 (and Timekeeper) have access to approve and/or update timesheets
Pay Period #19-19 (5/05 to 5/18)	Employees under Manager #2
Wednesday 5/08	Department initiates Move Workers (Supervisory) business process effective 5/05

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WELLNESS WORKS!

Please share the following information with employees in your department.

Wellness Happenings for May

Stay tuned [here](#) for the May Wellness Happening Newsletter, coming soon.



News/Announcements:

- [May Interim Fitness Schedule](#)
 - WELLNESS WORKS! interim fitness session schedule for Texas A&M University faculty and staff employees will occur May 1 to May 24.

- Stay tuned on [our website](#) for the 2019 Summer Fitness Session Schedule, occurring May 28 to August 2.
- **Special Fitbit Storefront Discount!**
 - *WELLNESS WORKS!* is excited to announce that our wellness partner, Fitbit™, is offering a special, limited time promotion on select trackers and smartwatches! Through this offer, benefits-eligible faculty and staff are eligible to purchase Fitbit devices at our preferred discounted price through June 30, 2019!

Visit the [Fitbit Storefront](#), enter your personal PROMO code (your Employee UIN), and save on select trackers!
- **Redeem Your *Well onTarget* Blue Points in the Online Shopping Mall!**
 - [Log in to MyEvive](#) to access your *Well onTarget* account to earn and redeem your Blue Points! The Blue Points program allows you to earn points for participating in healthy activities. Points can be redeemed on the online shopping mall, which provides a variety of merchandise. Learn more [online!](#)
- **Stay current with *WELLNESS WORKS!* events through our [Mobile-friendly Calendar!](#)**

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ANNOUNCEMENTS

2019 CSBA Conference Registration Now Open

Sent on behalf of CSBA

Registration is now open for the 2019 CSBA Conference “Empower - Advance - Impact” to be held on Monday, May 20, 2019 from 7:30am to 4:30pm at the Memorial Student Center (see attached invitation). This free conference will feature inspiring speakers such as Shayla Rivera (<https://shaylarivera.com/>) and Melanie Ross Mills (<https://www.melanierossmills.com/>), informative breakout sessions, and a full breakfast and lunch. Register (<https://forms.gle/X1cNK3Si7Lz8VT7N6>) by May 6 to be entered for a chance to win an iPad sponsored by TAMU IT. Registration ends when the conference is full or through 5pm on May 15. Please email conference registration questions to mcmahon.dana@tamu.edu.

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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
[HR Liaison Network
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