



HR LIAISON NETWORK NEWS

May 7, 2018 | Share the following information within your departments as appropriate.

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS / PAYROLL SERVICES

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[Chronic Pain Self-Management Workshop Series \(6-week Commitment\)](#)

ANNOUNCEMENTS

[Registration is FULL for CSBA Spring 2018 Conference, May 14](#)

PAYROLL REMINDERS

May 7:

- #18-18 current timesheets, Workday BP approvals, lump sum payouts & supplements due at 11am

May 8:

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

May 11:

- Biweekly pay day

May 16:

- Monthly **Retro** business process approvals due at 5pm

[Processing Schedules Payroll Reports](#)

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS / PAYROLL SERVICES

New Report – Employee All Jobs and Direct Report Manager

The Employee All Jobs and Direct Report Manager report has been added and returns information about an employee and their direct managers. It can be used by HR Contact and HR Partner security roles to identify where employees may not be aligned with the appropriate direct managers. This has been added to the Commonly Used Reports List in Workday.

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Training Compliance Reports for May – As of May 1, 2018

Attached is the monthly Required Employee Training Assignments Report for System-required employee training. Due to technical issues, the Departmental Progress Report will not be produced this month. The number of past due assignments has decreased from last month, but is still higher than usual for this time of year. Please check TrainTraq for pending assignments for your department's employees. If you have questions, please contact TrainTraqHelp@tamus.edu

Summary

- The total number of past due assignments decreased 21.7% from 2282 to 1787.
- The total number of past due employees decreased 21.1% from 1169 to 922.
- The total number of past due Faculty employees decreased 18.5% from 330 to 269.
- The total number of past due Budgeted Staff employees decreased 30.4% from 250 to 174.

- The total number of past due Wage Staff employees decreased 2.8% from 283 to 275.
- The total number of past due Graduate Assistant employees decreased 25.9% from 27 to 20.
- The total number of past due Student Worker employees decreased 34.1% from 279 to 184

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 – 98.2%
 - Information Security Awareness – 96.9%
 - Orientation to the A&M System – 99.3%
 - Reporting Fraud, Waste and Abuse – 98.8%
 - Required Training for Athletics Task Workers – 87.0%

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Email Ticket System

As you may recall from February, the Workday email box was transitioned to a ticketing system to improve management and response time of Workday inquiries. We will soon transition all HROE shared email addresses to the ticketing system (such as benefits@tamu.edu, jobs@tamu.edu, hrcomp@tamu.edu, etc.). In preparation for the transition, we would like to provide the following reminders:

- Choose one shared email address and **please do not** email or copy other HROE or Payroll staff as this may delay a response.
- Once the ticket is closed, **please** do not respond back with thank you – it reopens the ticket.

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Workday Form I-9 Virtual Workshop (April 25)

This course was assigned to all I-9 Processors (Workday and Guardian) and was presented via WebEx on April 25. If you did not register and/or were unable to participate, the course has been converted into eLearning available in TrainTraq (course #2113417). The assignment will be removed once the course has been completed in TrainTraq.

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Performance Management

The annual performance evaluation period for non-faculty employees was launched in Workday on April 9. Here is important information:

- Even if the manager does not require a self-evaluation, employees must submit the self-evaluation inbox item in Workday (even with no information entered or attached). This enables the manager access to the next step in the Workday Performance Evaluation process.
- We have 10 job guides, one for each step of the process on our [Resources](#) page.
- We have several training courses including Workday demonstrations and best practices. Please see the list below (click on the title to access the description and dates being offered on our website):

Webinars

- o [Workday Demo: Performance Management - Employees](#)
- o [Workday Demo: Performance Management - Managers](#)
- o [Evaluations are Here! Best Practices for Employees](#)
- o [Evaluations are Here! Best Practices for Supervisors](#)

Classroom

- o [Performance Management: Supervisory Best Practices](#)
- o [Performance Management: Employee Best Practices](#)

If you have any questions or need assistance, contact HRevaluations@tamu.edu or (979) 845-4153.

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WELLNESS WORKS!

Please share the following information with employees in your department.

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*



WELLNESS WORKS!

- 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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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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FREE Financial Counseling On Campus

- Presented by TIAA Financial Group – **Tuesday, May 8 & Wednesday, May 9 | 8:30am – 4:30pm | GSC 1203**

Both Lincoln Financial and TIAA offer Texas A&M employees FREE one-on-one consulting meetings with their financial/retirement advisors in the HROE offices in the [General Services Complex](#), Suite 1201. Let these professionals help you learn how to take control of your financial health! RSVP for your meeting:

- [RSVP with a Lincoln Financial Consultant](#)
- [RSVP with a TIAA Financial Consultant](#)

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Texas A&M is Living WELL Aware Workshop

Work/Life Balance: Managing Our Days & Nights | Wednesday, May 16 | 1:00pm – 3:00pm | Rudder 501

While *Passionately Pursuing Our Purpose and Priorities* and *Making Movement Mandatory* are essential elements to health and happiness, adequate sleep is vital! Too often, we ignore this critical aspect of our health. Sleep disorders not only affect our daytime activities and productivity, but also increase our risk for health disorders including cognitive decline and heart disease. Many are unaware they actually have a sleep disorder. Do not miss this seminar by Patricia J. Sulak MD open to all TAMU employees. Topics will include:

- Types of sleep disorders and ways to improve the quality of your sleep
- Work/Life Balance: You **CAN** have it all!

To attend the live event, register [here](#). Light refreshments will be provided.

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The Art of Mindfulness

Tuesday, May 22 | 10:00am – 11:00am | Memorial Student Center (MSC) Stark Gallery

How are you responding to the stress in your life? Are you happy with your relationship with your cell phone? Would you like to learn some effective brain training strategies to better deal with stress, distraction, and emotions? If so, this session is for you!

John Krajicek, Executive Professor at Mays Business School, will lead this session on mindfulness and meditation. Krajicek has been teaching and practicing mindfulness for many years. In this session, he will draw on both his own practice and his certified training in Emotional Intelligence and Mindfulness. Limited seating available, RSVP for the session [here](#).

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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 no later than Monday, May 21.

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ANNOUNCEMENTS

Registration is FULL for CSBA Spring 2018 Conference, May 14

Sent on behalf of the Committee of Senior Business Administrators

Due to an outstanding early response, the CSBA Spring Conference – *Connecting for Success*, is currently at capacity with the maximum number of seats filled. Employees who did not register before it was full may still get on the waitlist through [TrainTraq](#) (search course number 2113424) through 5pm on May 3. If anyone cancels attendance, some additional spots may open up and will be filled from the waiting list. The conference will be held on Monday, May 14, 2018 at the MSC Bethancourt Ballroom. Full schedule can be found at <http://csba.tamu.edu/workshops/index.php>.

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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/liasons

View the
[HR Liaison Network
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