



HR LIAISON NETWORK NEWS

November 12, 2018 | Share the following information within your departments as appropriate.

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

[Join Us For The Deep Dive – Onboarding 2.0 WebEx](#)
[Workday Training Changes and Update](#)
[HR Liaison Foundational and Functional Trainings](#)

WELLNESS WORKS!

[Get Real: Find Out What Retirement May Cost and How to Prepare](#)
[Wellness Happenings for November](#)

PAYROLL REMINDERS

November 13:

- #19-06 **RETRO** Timesheets & Workday Retro BP Approvals due at 5pm

November 14:

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

November 15:

- #19-06 current Timesheets, Workday BP Approvals, Lump Sum Payouts & Supplements due at 11am
- #19-06 Pay Calculation Results Report available at 12pm
- Monthly Pay Calculations Results Report available at 12pm

November 16:

- #19-06 Timesheets locked; only timekeepers can update
- Run Timekeeper Reports
- #19-06 Pay Calculation Results Report refreshed at 10am

November 19:

- Monthly Pay Calculation Results Report refreshed at 10am

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

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

Join Us For The Deep Dive – Onboarding 2.0 WebEx

Are you excited to see how onboarding is changing in Workday? Join us for the **Deep Dive – Onboarding 2.0** (WebEx) on Tuesday, November 13 at 1:30pm CST. For those unable to attend, the WebEx will be recorded and made available in Workday Help.

1. Go to WebEx.
2. Enter the event number (see below) and select Join.
3. Enter your first name, last name, and email address (this will allow us to document your attendance).
4. Enter the event password (see below).
5. Select Join Now to access the online session.

Event number: 923 633 901
Password: gRCqrwZA
Join by Phone: 1.415.655.0003 US TOLL

[Top](#)

Workday Training Changes and Update – Week of November 5

Workday Training changes have been posted online. This week's updates include updates to Pay slips, Recruiting, and Staffing. Training changes include Updated Job Aids regarding termination (voluntary and involuntary). Full details about these updates are found on the [Workday Weekly Updates webpage](#).

[Top](#)

HR Liaison Foundational and Functional Trainings

Select HR Liaison Foundational and Functional trainings will be made available the week of November 26, 2018. HROE will begin making TrainTraQ course assignments for HR Liaisons that have not previously completed foundational and/or functional courses. Registration will be available in TrainTraQ soon. Stay tuned for more details in next week's HR Liaison Network News.

[Top](#)

WELLNESS WORKS!

Please share the following information with employees in your department.

Get Real: Find Out What Retirement May Cost and How to Prepare

Presented by Lincoln Financial Group

Thursday, November 29 | 3:30 pm - 4:30 pm | General Services Complex 101A

Join **WELLNESS WORKS!** and Lincoln Financial Group for an opportunity to enhance your financial well-being through money management. It is never too early to establish retirement income goals! Start now by envisioning your financial future and learn the small steps you need for transitioning from saving to spending.

To attend the live event, [register here](#). Access the live video stream on [TTVN](#).

[Top](#)

Wellness Happenings for November

Check out the **WELLNESS WORKS!** monthly newsletter [here](#)! This newsletter includes a variety of wellness topics and event registration information including:

- National Family Caregivers Month
- Deer Oaks EAP Employee Enhancement Newsletter
- **Eat Well, Be Well! Nutrition Series** [Survey](#)
- **Fitness Session Cancellations for Thanksgiving Break**
- **FREE Financial Counseling on Campus** – Nov. 13 & 14

[Top](#)



Division of Human Resources
& Organizational Effectiveness

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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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