



# HR LIAISON NETWORK NEWS

November 13, 2017 | Share the following information within your departments as appropriate.

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## PAYROLL REMINDERS

November 13:

- Monthly EPAs due at noon
- PPRs print

November 14:

- PPRs available online

November 15:

- Electronic BVDs available

November 16:

- Supplements due at noon\*
- Uploads due at 1pm\*
- TimeTraq due at 4pm\*
- Electronic BVDs due at 4pm\*

November 17:

- Final monthly EPAs due at noon

*\*early deadline due to Thanksgiving Holidays*

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

## HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

### WEEK 5: [SK260/270 Answering Common Employee and Manager Questions](#)

If you received a training assignment in TrainTraq to complete the Week 5 WebEx, **please make sure you have registered for one of the sessions below** even if planning on watching with a group or viewing the recording at a later date. Your registration will trigger the completion thus eliminating the need for a sign-in sheet. Please register by clicking on one of the links below.

Tuesday Nov. 14, 10:00 a.m. – 12:00 p.m.

- Register with audio via phone: <https://traintraq.tamus.edu/SectionDetails.aspx?snum=4676>
- Register with audio via computer: <https://traintraq.tamus.edu/SectionDetails.aspx?snum=4677>

Wednesday Nov. 15, 1:00 p.m. – 3:00 p.m.

- Register with audio via phone: <https://traintraq.tamus.edu/SectionDetails.aspx?snum=4678>
- Register with audio via computer: <https://traintraq.tamus.edu/SectionDetails.aspx?snum=4679>

Thursday, Nov. 16, 2:00-4:00

- Register with audio via phone: <https://traintraq.tamus.edu/SectionDetails.aspx?snum=4680>
- Register with audio via computer: <https://traintraq.tamus.edu/SectionDetails.aspx?snum=4681>

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## Important Legacy System Cutover Dates

HR Liaisons are encouraged to review the *Important Legacy System Cutover Dates* available on the [Workday @ Texas A&M](#) website. Please check back often for updates and additional information related to the Workday transition.

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## Workday WebEx Recordings Now Available

If you missed one of the previous Workday WebEx sessions, the recordings are now available in TrainTraq.

[2113281 : GA050 Workday Core HCM Concepts \(Week 1\) - Recording](#)

[2113282 : SK210 Recruiting \(Week 2\) - Recording](#)

[2113180 : SK220 Staffing and On-boarding \(Week 3\) - Recording](#)

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## Workday Impact Training: Legacy Systems

If you missed one of the recent legacy system events, the recorded sessions are available through [Workday Help](#). These sessions include FAMIS (business office payroll accounting, title codes, ADLOCs, accounting analysis, encumbrances, salary savings, budget transfers) and Enterprise Data Warehouse (business objects universes).

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## Crosswalks to Workday

HR Liaisons are encouraged to visit [Workday Help](#) from the SSO menu to review the available crosswalks to become familiar with the transition to Workday. The crosswalks featuring BPP Screens, BPP Reporting, EPA, HRConnect, iBenefits, LeaveTraq, Monthly Payroll and TimeTraq can be found in the *Get Started* section.

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## Commonly Used Workday Reports

The *Get Started* section of [Workday Help](#) now includes a listing of commonly used Workday reports. The list is broken down by the name, description, recommended schedule and the security role that typically accesses the report is available to help prepare for our Workday launch on December 17.

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## Years of Service Verifications and Pins

Currently, HROE staff are heavily involved in Workday training and implementation. As a result, verifications for years of service and distribution of pins will be delayed this year. We are working on data analysis now and anticipate being able to distribute pins by February 1, 2018. If you are the designated person to handle years of service verifications for your department, please fill out the [Google form found here](#) to help us coordinate years of service for your department. If you are not the designated person, please forward to this message to the appropriate person. We appreciate your patience and understanding.

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## President's Meritorious Service Awards Program Ceremony, Monday, April 23, 2018

The 31st annual President's Meritorious Service Awards Program ceremony is scheduled for April 23, 2018. The program was moved to coincide with Staff Appreciation Week which will be held April 23-28. President Michael K. Young presents these awards to recognize and reward staff members for their outstanding service to our great university. The nomination period will open in December, so start thinking about who you want to nominate!

Watch for a formal announcement regarding the nomination period, changes in criteria and packet submissions, and additional information about the program, or check back to our website at [employees.tamu.edu/pmsa](http://employees.tamu.edu/pmsa) for updates. Questions concerning these awards may be directed to [EmplRecognition@tamu.edu](mailto:EmplRecognition@tamu.edu) or (979) 845-6287.

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## WORKDAY

*Please share the following information with ALL employees, including student employees. Workday will replace many of the current Single Sign-On applications in DECEMBER 2017.*



## Drop-in Learning Labs

The purpose of the drop-in learning lab is to allow Workday users (faculty, staff, and student employees) the opportunity to log into Workday prior to Go Live and walk through common actions they will perform. Users will

access Workday through Single Sign-On (SSO) and will be prompted to authenticate using their SSO or NetID credentials. The learning script will take 15 to 30 minutes to complete.

The lab will be available in the General Services Complex, Suite 2201 between the hours of 8:30am and 4:30pm on the following dates:

- Tuesday, November 14
- Wednesday, November 15
- Thursday, November 16
- Friday, November 17
- Tuesday, November 21

A drop-in learning lab will also be available at the HSC Health Professions Education Building (HPEB) in room 1051 on Monday, November 20 and Tuesday, November 21 between 9:00am and 4:00pm.

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### **Workday Open Forum – Wednesday, November 15**

The next Workday Open Forum will be held Wednesday, November 15 from 9:30-11:00 a.m. in Rudder 601. Visit [Workday @ Texas A&M](#) and expand Open Forums for further information, including registration (if attending in person) and WebEx information.

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### **Workday Job Aids for Faculty, Staff and Student Workers**

A variety of job aids are available to assist all employees before and after Go Live on December 17. To view these resources, visit [Workday Help](#) available on the Single Sign-On (SSO) menu and select *Use Workday*. Job aids cover topics such as Enter Time, Manage Delegations, Request Time Off, Change Beneficiary and more.

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**[34 Days until Workday Go Live!!!!](#)**

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### **WELLNESS WORKS!**

*Please share the following information with employees in your department.*

### **ALL Fitness Sessions CANCELED for Thanksgiving Break**

All *WELLNESS WORKS!* fitness classes are canceled from Wednesday, November 22 through Friday, November 24. All classes will resume on Monday, November 27.

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### **Wellness Surveys**

We need your feedback! Please take a few minutes to complete our surveys.

- [Health & Wellness Fair 2017 Participant Survey](#)  
Even if you weren't able to attend, we would like your feedback. This survey will close November 17.
- [Fitness Session Participant Survey- Fall 2017](#)  
Your feedback will assist us in making our *WELLNESS WORKS!* fitness sessions the best for our diverse workforce. This survey will close November 21

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### **That's a Wrap! Celebration** Presented by *WELLNESS WORKS!*

*Friday, December 8, 2017 | MSC Bethancourt Ballroom*

Join us for the wellness event of the year, as we celebrate the culmination of our year-long program, **Living Well Aware at Texas A&M!** Your presence is requested at a special screening and unveiling of the 12th Essential Element to Health and Happiness designed exclusively for A&M, starring the founders of Living WELL Aware, Patricia J. Sulak, MD and Jeffrey A. Waxman, MD! Whether you participated in the 2017 program or not, this celebration is about you. Come celebrate your wellness successes – whether BIG or SMALL - with us! Plus, you do not want to miss the opportunity to preview the 2018 year-long program, **Keys to a Successful WELLNESS Journey!**

Two identical sessions of the *That's a Wrap Celebration* are being offered to help accommodate your schedule. Choose the session that best fits your needs. Space is limited to 300 participants per session, so register quickly before the sessions fill up! Deadline to register is Friday, December 1.



- **Morning Session, 8:30-11:30am** [Register](#)

OR

- **Afternoon Session, 12:30-3:30pm** [Register](#)

*\*Due to contractual provisions, Living WELL Aware at Texas A&M is only available to faculty and staff of Texas A&M University (workstations M and H only).*

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### Financial Wellness Counseling

WELLNESS WORKS! is facilitating one-on-one financial wellness consultations with financial/retirement advisors on campus in the General Services Complex (GSC) Room 1203 or 1205. These consultations will be provided by Lincoln Financial Group and TIAA advisors and are intended to help employees learn ways to take control of their financial well-being. Both Lincoln Financial Group and TIAA are approved A&M System retirement vendors. Click [here](#) to learn more about this opportunity to enhance your financial well-being.

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## PAYROLL SERVICES

### Supplements, Emoluments, Refunds & Cancellations Notice

All supplemental payments, emoluments, FICA refunds, check cancellations and other related items must be submitted to Payroll Services or Tax Compliance no later than Noon on Friday, December 15<sup>th</sup> to be included for 2017 W-2 processing. Note that Workday will not process these items going forward for Calendar / Tax years 2017 and earlier.

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### SSNs, GLACIER Docs and Workday, oh my!

Have you hired an international during 2017? Are you sure they have submitted their new SSN to payroll and their GLACIER docs to Tax Compliance and Reporting? No. Then please check, as the year is coming to a close and with it the need to issue tax documents draws ever closer. To add to this yearly phenomenon we all will be transitioning to Workday.

Workday brings with it an additional number of issues the biggest of which is that making a prior year FICA refund will be difficult. With that in mind, we really need your assistance in getting all the missing SSNs to payroll and the missing GLACIER documents to Tax Compliance before we leave for the Thanksgiving holiday. **Please note the final day to submit missing items is Friday, December 8 to facilitate W-2 processing.**

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## TIP OF THE WEEK

### Workday Training

Do you know where to find training related to Workday? Look no further than [TrainTraq](#) on your SSO menu. Simply click on the "Course Catalog" tab, type *Workday* in the Course Name field and hit Search. Employees have access to several Workday eLearning courses. Want to know where to start? Give [GA010 TAMUS Workday Core Concepts](#) and [GA020 Navigating Workday](#) a try for a general understanding of the Workday environment. In addition, all employees are encouraged to explore *Workday Help* (also available on the SSO menu) prior to Go Live for helpful job aids, crosswalks, terminology and more.

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Division of Human Resources  
& Organizational Effectiveness

**Questions?** [HRnetwork@tamu.edu](mailto: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](http://employees.tamu.edu/liaisons)

HR LIAISON  
NETWORK  
MEETINGS:

TBD

