



# HR LIAISON NETWORK NEWS

November 20, 2017 | Share the following information within your departments as appropriate.

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## PAYROLL REMINDERS

November 21:

- Biweekly PVDs available online

November 22:

- Biweekly Pay Day
- Monthly PVDs available online

November 27:

- Supplements & EPAs due at noon for *special paycalc* on 12/1/17

November 28:

- Biweekly EPAs due at noon

November 29:

- PPRs print

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## HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

### Leave Related to Early Release

As announced November 16, President Young has authorized an early release for Wednesday, November 22 starting at 11:00am. Department Leave Administrators should work with employees of their departments to update leave records as applicable due to the early release.

The following items should be noted in those instances where an early release using holiday rules or a special holiday has been authorized:

- The President's Office or other appropriate office will provide notice to the campus in the event an early release has been authorized or a special holiday has been declared.
- Eligible employees will be paid according to holiday rules outlined in [System Regulation 31.04.01 – System Holidays](#).
- Employees scheduled to be on vacation or sick leave will have their accrued leave banks replenished and the time will be replaced by early release time. Department Leave Administrators may process a reverse transaction entry in LeaveTraq for the 4 hours granted to early release or the original leave request may be canceled and a new request routed.

Work and Scheduling During a Holiday or Release Time:

- Essential personnel may be required to work during an early release or special holiday; employees should consult with their supervisor to determine whether or not their position is considered to be “essential” for purposes of working during an early release or declared holiday.
- An employee who works during a holiday or early release time:
  - will be paid for the hours they work and will be given appropriate state compensatory time off on a straight time basis; or
  - may be paid for compensatory time on a straight-time basis where a department determines that allowing compensatory time off would be disruptive to critical functions
- An employee who does not work on or who is usually not scheduled to work during the special holiday or release time:
  - will be given state compensatory time off to be taken off within the next 12 months; and/or
  - may have their current schedule adjusted appropriately with the release or holiday time to reflect the normal amount of hours the employee was scheduled to work.

For more information, please visit <http://employees.tamu.edu/benefits/leave/holidays/special/> on the Human Resources website.

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### Job Postings and the Transition to Workday

Please remember the following dates as you consider your strategy for posting, interviewing and hiring open positions

- **Tuesday, November 28** – Last date for open positions to be submitted to HR for posting in PATH or HSC Jobs. Please note any job posted at this time will only be open for five days.
- **Tuesday, December 5** – All PATH and HSC Jobs postings are placed on hold. Departments may complete their hiring selection from the applicants to their open positions in PATH or HSC Jobs.
- **Wednesday, December 6** – First day that job requisitions can be prepared and entered into Workday by TAMU and HSC HROE staff. Departments will not be able to view potential candidates in Workday during this period.
- **Monday, December 18** – First business day Workday is open for job requisitions to be submitted. HR Liaisons and Managers can access requisition/applicant data in Workday.

Departments should consider this timing as it relates to their hiring needs to determine how to proceed with open positions during this transition. Postings will either be allowed in PATH/HSC Jobs or Workday, not both. Postings submitted through PATH/HSC Jobs will need to be completed (filled or canceled) before the same posting can be submitted in Workday.

For questions related to PATH postings, contact Rita Bowden at [rbowden@tamu.edu](mailto:rbowden@tamu.edu) or 979.862.1015.  
For questions related to HSC postings, contact Kim Johnson at [kimjohnson@tamu.edu](mailto:kimjohnson@tamu.edu) or 979.458.3051.

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### Pre-Retirement Counseling Sessions

Planning for retirement and choosing the right plan for you and your family can be overwhelming. There is a lot at stake and it is important that you understand all of your options, as well as the laws and regulations governing the distribution of your benefits once you leave Texas A&M University. Pre-retirement counseling sessions are available for the Teacher Retirement System (TRS) and Optional Retirement Program (ORP); registration is required.

**TRS Sessions** (Register [HERE](#)):

- Wednesday, November 29, 2017 from 2-4pm, General Services Complex, 101C
- Tuesday, December 5, 2017 from 2-4pm, General Services Complex, 101C
- Monday, December 18, 2017 from 9-11am, General Services Complex, 101B
- Tuesday, January 9, 2018 from 2-4pm, General Services Complex, 101C
- Thursday, January 18, 2018 from 9-11am, General Services Complex, 101C

**ORP Sessions** (Register [HERE](#)):

- Thursday, December 7, 2017 from 9-11am, General Services Complex, Suite 1201, Room 1214
- Monday, December 11, 2017 from 2-4pm, General Services Complex, Suite 1201, Room 1214
- Wednesday, January 17, 2018 from 9-11am, General Services Complex, Suite 1201, Room 1214
- Thursday, January 25, 2018 from 2-4pm, General Services Complex, Suite 1201, Room 1214

As a participant you will receive information as to what forms you will need to complete to get you started and to better understand your retirement benefits. Additionally, you will have an opportunity to meet and talk with one of our tax deferred vendors and financial advisors who will be on hand from the following: TIAA-CREF, Lincoln Financial, Voya, Fidelity, VALIC, and Pentegra.

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### **Continued Short-Term Use of Guardian Form I-9 Electronic System – TAMU M PINs Only**

Departmental I-9 Processors should be aware that Texas A&M (TAMU) will continue utilizing the Guardian Electronic System for M PINs Form I-9 processing until spring 2018. The Form I-9 functions in Workday will **not** be used for M PINs at Workday go-live in December. This is due to the high volume of multi-system dual or transferring employees processed by Texas A&M. Workday is currently working on development of processes to handle this Form I-9 process electronically in the future. Although current M PIN users of Guardian will not change to Workday for Form I-9 in December, users should continue to attend training in preparation for Workday Form I-9 processing at a date to be determined in spring 2018. Contact us with any Form I-9 questions (Laura Ellis | [lauraellis@tamu.edu](mailto:lauraellis@tamu.edu) | 979.845.7127 or Paul Castilleja | [pcastilleja@tamu.edu](mailto:pcastilleja@tamu.edu) | 979.845.7131).

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### **Workday Change Impacts – Today vs. Future**

Today, positions are given a PIN# that reflects whether a position is budgeted or wage and which workstation is responsible for the position. In Workday, new positions created will have a unique Position ID number that will not be differentiated based on whether budget or wage or which Company (workstation). Today, most onboarding is done using paper forms. In the future, required forms and processes for new hires are online in Workday and optimized Employee Self-Service functionality. These are just a few of the Workday change impacts. To see more, HR Liaisons are encouraged to review the November 15 Open Forum presentation available on the [workday.tamu.edu](http://workday.tamu.edu) home page under Open Forums.

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### **Timesheets in Workday**

In Workday, an employee will enter and submit time to their Manager. The Manager reviews and approves the timesheet moving it directly to Payroll Services. Or, the Timekeeper can enter and submit the timesheet to Payroll. However, if the employee submits the timesheet and the Manager is not available to approve it, the Timekeeper can use the *Advance Manually* task (Workday History → In Progress item → Related Actions → Advance Manually) to approve the timesheet on behalf of the Manager. Timekeepers may also approve the timesheet through the *Review Time* report which may be useful for Timekeepers that support smaller groups.

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### **Workday WebEx Recordings**

The recordings for all five weeks are now available in TrainTraq. If you missed a specific week or just want a refresher, login to TrainTraq and do a course search for Workday recordings.

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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**

If you haven't had an opportunity yet to "try out" Workday, stop by one of the drop-in learning labs for a quick hands-on tutorial. 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.

HSC Health Professions Education Building (HPEB), room 1051 from 9:00am-4:00pm:

- Monday, November 20
- Tuesday, November 21

General Services Complex, Suite 2201 from 8:30am-4:30pm:

- Tuesday, November 21

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## Workday Open Forum – Wednesday, December 13

The next Workday Open Forum will be held Wednesday, December 13 from 9:30-11:00am in Rudder 601. Visit [Workday @ Texas A&M](#) and expand Open Forums for further information, including registration (if attending in person), WebEx information and November's presentation slide deck.

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## Workday Related Questions

Have you done the following – completed the Workday training in TrainTraq, reviewed the resources and tools in [Workday Help](#) and on [workday.tamu.edu](#)? If so and you still have questions, please email them to [workday@tamu.edu](#). The Texas A&M Workday Operations Team will research and respond with an answer as quickly as possible.

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## The Word on Workday, November Edition

This month's edition of The Word on Workday includes information on *Getting Help* and *Getting Ready for Go Live*. Read it [HERE](#).

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# 27 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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### 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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## Wellness Survey

We need your feedback! Please take a few minutes to complete our survey, [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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## PAYROLL SERVICES

November 22, 2017 Biweekly Pay Date

Please share this information with employees in your department.

Due to early release at 11:00 a.m. on Wednesday 11/22/17, if you are picking up your individual payroll check at Payroll Services please make sure you do so by 11:00am.

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### TimeTraq Holiday/Early Release Schedule

The TimeTraq Holiday/Early Release Schedule has already been updated to include the five (5) hours of early release by the central administrator based on the standard 8:00am – 5:00pm work schedule. The early release hours will appear in the employee's timesheets by opening the timesheet and clicking the 'Save' button. The entry of the four hours from the Holiday/Early Release Schedule will not automatically remove any regular work hours already entered by the employee. Employees working outside the standard schedule or essential personnel required to work during the early release may need to have their timesheet reviewed and manually updated accordingly.

Please be aware that Graduate Assistant Non-Teaching positions are not eligible to receive holiday hours. However, TimeTraq views these positions as budgeted employees and therefore assigns the TAMU Standard holiday schedule. Department administrators need to remove the TAMU Standard holiday/early release schedule in each Graduate Assistant's Employee Overview in TimeTraq. Removing the Holiday/Early Release Schedule for these positions will prevent holiday hours from posting to future timesheets when a holiday occurs. Also, if the holiday hours have posted to a Graduate Assistant's timesheet, either the Manager or Department Administrator can remove the holiday hours by viewing the Work Events of the Timesheet Overview.

Please contact Payroll Services at [payrollprocessing@tamu.edu](mailto:payrollprocessing@tamu.edu) if you have any questions.

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### Critical Payroll Information on Website

The PAR form, Monthly EPA Exceptions and Important Payroll Deadlines form and documents are now available on Payroll's home webpage in the [Spotlight](#) section. Please reference these documents as needed.

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## TIP OF THE WEEK

### Where Do You Get Help with Workday?

You have several options when it comes to getting help with Workday. Visit TrainTraq to complete the Workday related training. View the tools and resources available at [Workday Help](#) and [workday.tamu.edu](http://workday.tamu.edu). If you still have questions, send them to [workday@tamu.edu](mailto:workday@tamu.edu) where they will be addressed by the Texas A&M Operations Team or elevated to the A&M System Project Team as appropriate.

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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