



HR LIAISON NETWORK NEWS

November 27, 2017 | Share the following information within your departments as appropriate.

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PAYROLL REMINDERS

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

November 30:

- PPRs available online
- Supplemental PVDs available

December 1:

- Monthly Pay Day
- Supplemental Pay Day

December 4:

- Supplements due at noon
- Uploads due at 1pm
- TimeTraQ due at 4pm

[Processing Schedules](#)
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HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

Important Legacy System Cutover Dates

HR Liaisons are encouraged to review the information regarding *Time*, *Absence*, *Recruiting* and *Payroll* available at workday.tamu.edu. With just 20 days until the launch of Workday, there are many important legacy system cutover dates that need to be met to ensure a smooth transition from our current systems to Workday.

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Crosswalks Between Today's Tools and Workday

HR Liaisons are encouraged to check out the crosswalks (EPA, HRConnect, iBenefits, LeaveTraQ, Monthly Payroll, TimeTraQ, BPP Screens, BPP Reporting) available on [Workday Help](#) under *Get Started*. These crosswalks will provide a good understanding of where to find certain information and reports in Workday that you customarily use in today's processing.

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Commonly Used Workday Reports

Workday is configured with many standard reports available to the various security roles. In addition, the A&M System Project Team has created custom reports based on our current HR and payroll needs. HR Liaisons are encouraged to review the list of commonly used Workday reports available on [Workday Help](#) under *Get Started*.

The list includes the report name, description, recommended schedule and the security roles that have access to each report.

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Job Postings

Please remember that any new jobs to be posted in PATH will need to be sent to the Recruitment and Workforce Planning staff no later than 3pm on Tuesday, November 28. New jobs posted during this time will only be available until December 5 for applicants to apply. Otherwise any new job postings can be created and posted on Workday beginning Wednesday, December 6.

All recruitments started on PATH should be completed on PATH with either a fill or cancel. PATH will continue to be available to internal users to complete the process for recruitments after the implementation of Workday. The processes will continue to be as they are currently and hiring certificates will be issued as backup for the entry of the new hires into Workday. All documentation related to the PATH posting will continue to be uploaded to the posting on PATH for document retention purposes.

For questions related to PATH postings, contact Rita Bowden at rbowden@tamu.edu or 979.862.1015. For questions related to HSC postings, contact Kim Johnson at kimjohnson@tamu.edu or 979.458.3051.

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Pre-Retirement Counseling Workshops

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. Make plans to attend one of our pre-retirement counseling workshops for the Teacher Retirement System (TRS) and Optional Retirement Program (ORP); registration is REQUIRED. Please visit employees.tamu.edu/benefits/retirement/workshops/ for more information and a complete schedule of events.

TRS Workshops ([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

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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.



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 Training

Do you know where to find training related to Workday? Look no further than [TrainTrag](#) 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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Workday @ Texas A&M

Employees have access to many Workday resources and tools through a dedicated website available at workday.tamu.edu. The site includes information about the Workday implementation, important legacy system cutover dates, open forums, learning and using Workday, frequently asked questions and how to obtain help. It's a great time to get acquainted with Workday!

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Workday Help

Did you know you have access to Workday job aids, crosswalks, common reports and terminology through *Workday Help* on your [Single Sign-On menu](#)? These resources will come in handy as you prepare for your Workday experience. As a reminder, all employees (staff, faculty, student and graduate assistants) will begin using Workday for all their HR, payroll and personal employment information on December 17.

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20 Days until Workday Go Live!!!!

WELLNESS WORKS!

Please share the following information with employees in your department.

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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FREE Fitness Sessions Fall 2017 Schedule

Looking for opportunities to maximize your [Wellness Release Time](#)? Check out our free fitness sessions for Texas A&M faculty and staff brought to you by **WELLNESS WORKS!** Our fitness sessions are led by certified instructors from Rec Sports and other local health experts including Open Sky Health and Piranha Fitness Studio. [Fall 2017 Fitness Schedule](#) (August 28 – December 5). The Winter Interim fitness schedule will begin on December 6, stay tuned for class times and locations.

**WELLNESS WORKS! participants are required to sign-in at the Rec Center Member Services desk for classes at Rec Sports.*

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PAYROLL SERVICES

Taxation of Special Payments and Awards to Employees

[SAP 31.01.99.M0.01](#) was revised 9.19.2017 and will be implemented by Payroll Services on 12.16.2017. This revision requires all cash awards to be processed as direct deposits on the next scheduled biweekly

payday. Departments can still submit the “Award to Faculty or Staff” form requesting a paper check for a surprise award up to a presentation date of 12.15.2017. Surprise paper checks with presentation dates of 12.16.2017 and later will no longer be generated by Payroll.

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TIP OF THE WEEK

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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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/liaisons

HR LIAISON
NETWORK
MEETINGS:

TBD