



# HR LIAISON NETWORK NEWS

November 5, 2018 | Share the following information within your departments as appropriate.

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## PAYROLL REMINDERS

November 5:

- #19-05 Current Timesheets, Workday BP Approvals, Lump Sum Payouts & Supplements due at 11am
- #19-05 Pay Calculation Results Report available at 12pm

November 6:

- #19-05 Pay Calculation Results Report refreshed at 10am
- #19-05 Timesheets locked; only Timekeepers can update
- Run Timekeeper Reports

November 9:

- Biweekly Pay Day

November 13:

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

November 14:

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

- [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 to on Tuesday, November 13 at 1:30pm CST.

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 record 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

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### **Veteran's Job Fair November 8 - Hiring Red, White & You!**

Proudly supporting and hiring Veterans! Visit the Texas A&M HR booth at the "Hiring Red, White & You Job Fair" Thursday, November 8, 10am - 2pm at the Texas Workforce Solutions, 3991 East 29th, Bryan Texas. This job fair connects Texas veterans and their spouses with Texas employers who value the experience, discipline and other exceptional qualities inherent with a military background. If you have friends or family looking for a job, please encourage them to attend a career fair or have them visit our jobs posted at [jobs.tamu.edu](http://jobs.tamu.edu) online! More at [employees.tamu.edu/employment/prospective/career-fairs](http://employees.tamu.edu/employment/prospective/career-fairs)

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### **New Employee Welcome (TAMU NEW) Session Wednesday, November 14 – Please Register by Friday, November 9**

*Please forward this information to all hiring supervisors and encourage them to register their new employees.* The next session of New Employee Welcome (TAMU NEW) Session will be held Wednesday, November 14 from 9:30am to 2:00pm (lunch included) in the General Services Complex. All employees welcome. Employees can register online at: <http://training.tamu.edu/schedule/#EmployeeOrientations>. If you would like to hold a seat for an incoming employee who is not yet on TrainTraq, please call 979.845.4153.

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### **Form I-9 Processing Top 5 Issues**

With the launch of Workday, the I-9 process was transitioned from Payroll Services to HROE. The form and instructions are now linked at [employees.tamu.edu/benefits/i-9](http://employees.tamu.edu/benefits/i-9) online. The Form I-9 is required to verify employee's identity and eligibility to work in the United States at the time of hire. To assist HR Liaisons with some issues regarding I-9 processing, we have created a handout titled "Top 5 Issues and Solutions for Form I-9" that is linked from the new [I-9 webpage](#).

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### **HR Liaison Network Fall Meeting Presentations Now Available**

Thank you to all of those that attended the HR Liaison Network Fall Meeting last week! Each of the presentations are now available on our website and can be found [HERE](#). HR Liaisons located at our remote campuses will be assigned the video of the meeting in TrainTraq very soon.

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### **Professional Development Course Offerings**

Professional Development is in the process of revamping how we develop employees to better meet the needs of the Texas A&M community. More information to come later in the year and early next year. In the meantime, as we are committed to serve the Texas A&M community during this time of transition, we will continue to offer some of our most popular courses through Spring 2019. Please see the planned course offerings at: <http://training.tamu.edu/schedule>. Please note, as one of the more immediate items we will work on through year end is revamping our leadership development, Leadership Institute (LI) and Group Leadership Forum (GLF) will no longer be offered. Keep an eye out later in the year and early next year for more information on the design and plan to transform competency development!

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### **Workday Training Changes and Update – Week of October 29 and November 1, 2018**

The Workday Training Changes for the week of October 29, 2018 and Updates for November 1, 2018 have been posted online. This week's updates include updates to Absence Management, Compensation and Staffing. Training changes include Updated Job Aids, Retired Job Aid and a New Quick Reference Guide. Full details about these updates are found on the [Workday Weekly Updates webpage](#).

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### **Training Compliance Reports for November – As of November 1, 2018**

Attached is the monthly Required Employee Training Assignments Report for System-required employee training. Please check TrainTraq for pending assignments for your department's employees. If you have questions, please contact [TrainTraqHelp@tamus.edu](mailto:TrainTraqHelp@tamus.edu)

#### *Summary*

- The total number of past due assignments increased 0.2% from 2195 to 2200.
- The total number of past due employees decreased 5.4% from 1051 to 994.
- The total number of past due Faculty employees increased 4.3% from 235 to 245.
- The total number of past due Budgeted Staff employees decreased 16.2% from 185 to 155.
- The total number of past due Wage Staff employees decreased 20.8% from 231 to 183.
- The total number of past due Graduate Assistant employees increased 35.6% from 59 to 80.

- The total number of past due Student Worker employees decreased 2.9% from 341 to 331.

#### *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 – 97.4%
  - Ethics – 97.5%
  - Information Security Awareness – 96.6%
  - Orientation to the A&M System – 98.5%
  - Reporting Fraud, Waste and Abuse – 98.1%
  - Required Training for Athletics Task Workers – 89.0%

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## **PAYROLL**

### **#19-06 Early Deadlines and Pay Day**

Due to the upcoming TAMU Thanksgiving Holidays, pay period #19-06 has earlier deadlines. The Retro deadline will be Tuesday, November 13 at 5pm and the current deadline will be Thursday, November 15 at 11am. Pay day will be Wednesday, November 21. Please inform your employees, managers and timekeepers. More information regarding the [November](#) payroll processing schedule can be found on our [website](#).

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## **WELLNESS WORKS!**

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

### **Flu Vaccine Clinic at the Employee Health & Wellness Fair on November 8**

HROE has partnered with the Texas A&M Health Community Clinic, the colleges of medicine, nursing, and pharmacy, and the HSC's Office of Interprofessional Education & Research to offer flu vaccine clinics for local Texas A&M System employees, their eligible dependents (6 months old or older), and retirees **who are covered under A&M Care or AHP Care (Blue Cross Blue Shield of Texas\*)**. Outside insurance will not be accepted. *\*Medical insurance must be effective November 1 to participate in the November clinic.*



**WELLNESS WORKS!**

The 2018 Texas A&M Employee Health & Wellness Fair will be a come and go, conference-style event with lunch provided at the keynote session, "**Mindfulness & Emotional Intelligence in a World of Stress and Distraction**" presented by John Krajicek, Executive Professor and Assistant Director of Business Communication Studies for the MBA and EMBA Programs at Mays Business School. [RSVP here for keynote](#). Registration is only required for the keynote luncheon. [Livestream available on TTVN](#) for employees at remote campuses. For additional information about the fair including a full schedule of breakout sessions (coming soon), visit [wellness.tamu.edu](http://wellness.tamu.edu).

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### **FREE Financial Counseling On Campus**

*Presented by Lincoln Financial Group*

**Wednesday, November 7 | 9:30 am – 1:30 pm | General Services Complex 1203**

*Presented by TIAA Financial Group*

**Monday, November 12 | 9:00 am – 6:30 pm | In Your Office**

**Tuesday, November 13 & Wednesday, November 14 | 8:30 am – 4:30 pm | General Services Complex 1203**

Both Lincoln Financial and TIAA offer Texas A&M employees no-cost, one-on-one consultations with their financial/retirement advisors in the HROE Office located in Suite 1201 of the [General Services Complex](#). Let these professionals help you learn how to take control of your financial well-being! [RSVP for your meeting](#):

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

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### **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**

**WELLNESS WORKS!** and Lincoln Financial Group invite you to join us 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.

Participants will:

- Learn how thoughtful planning and commitment can help achieve goals

- Set retirement goals and priorities
- Identify additional sources of retirement income
- Be motivated to make changes if not on track to meet income goals
- Maximize their current savings if are on track toward income goals

To attend the live event, [register here](#). Access the live video stream on [TTVN](#).  
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Division of Human Resources  
& Organizational Effectiveness

Questions? [HRnetwork@tamu.edu](mailto:HRnetwork@tamu.edu) | 979.862.4153 | 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)

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