



# HR LIAISON NETWORK NEWS

November 6, 2017 | Share the following information within your departments as appropriate.

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## PAYROLL REMINDERS

November 6:

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

November 9:

- Biweekly PVDs available online

November 10:

- Biweekly Pay Day

November 13:

- Monthly EPAs due at noon
- PPRs print

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## HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

### Hiring Red, White & You! Veteran's Job Fair Nov. 9

Proudly supporting and hiring Veterans! Visit the Texas A&M HR booth at the "Hiring Red, White & You Job Fair" Thursday, November 9. 10:00 a.m. - 2:00 p.m. at Workforce Solutions Brazos Valley - 3991 E 29th St Bryan. 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. More at [employees.tamu.edu/employment/prospective/career-fairs](http://employees.tamu.edu/employment/prospective/career-fairs).

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### 2017-2018 Performance Management Process

As a reminder, the performance management process for the 2017-2018 performance review period (April 2017 through March 2018) will be done in Workday. Performance goals created earlier this year will continue to be kept offline until after Workday is implemented. Then in early Spring, supervisors will be able to easily enter performance goals directly into Workday. For assistance with performance management questions, please contact the support team at [HRPATHways@tamu.edu](mailto:HRPATHways@tamu.edu) or 979.845.4153.

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### WEEK 4: SK230/240/250 Combined Workday WebEx

If you received a training assignment in TrainTraQ to complete the Week 4 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. Note that there are two sections at the same time for each date, depending on whether you want to listen to the audio over your computer or over your phone. Please register by clicking on one of the links below.

Tuesday Nov. 7, 10:00 a.m. – 12:00 p.m.

- Register with audio via phone: <https://traintraq.tamus.edu/SectionDetails.aspx?snum=4670>
- Register with audio via computer: <https://traintraq.tamus.edu/SectionDetails.aspx?snum=4671>

Wednesday Nov. 8, 1:00 p.m. – 3:00 p.m.

- Register with audio via phone: <https://traintraq.tamus.edu/SectionDetails.aspx?snum=4672>
- Register with audio via computer: <https://traintraq.tamus.edu/SectionDetails.aspx?snum=4673>

Thursday, Nov. 9, 2:00-4:00

- Register with audio via phone: <https://traintraq.tamus.edu/SectionDetails.aspx?snum=4674>
- Register with audio via computer: <https://traintraq.tamus.edu/SectionDetails.aspx?snum=4675>

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### 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](#)

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### Training Compliance Reports for November – As of November 1, 2017

Attached are the monthly compliance reports for System-required employee training: 1) Required Employee Training Assignments Report, and 2) Required Employee Training Departmental Progress Report. The latter report lists, by ADLOC/Departments (M Workstation), the completion and past due percentages on all five required courses.

#### Summary

- 87 (51%) of the 171 M Workstation ADLOCs have 100% of employees up-to-date or current on training assignments.
- The total number of past due assignments increased 6.3% from 1777 to 1889.
- The total number of past due employees increased 2.9% from 889 to 915.
- The total number of past due Faculty employees decreased 1.5% from 201 to 198.
- The total number of past due Budgeted Staff employees decreased 8.1% from 172 to 158.
- The total number of past due Wage Staff employees increased 5.0% from 260 to 273.
- The total number of past due Graduate Assistant employees increased 63.6% from 33 to 54.
- The total number of past due Student Worker employees increased 4.0% from 223 to 232.

#### 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 – 98.1%
  - Ethics – 97.9%
  - Information Security Awareness – 96.9%
  - Orientation to the A&M System – 98.8%
  - Reporting Fraud, Waste and Abuse – 98.5%
  - Required Training for Athletics Task Workers – 87.1%

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### Workday Training Continues

Staff from HROE, Payroll Services, Dean of Faculties and Graduate Studies are participating in Workday Core (Central Administrator) Classroom Training through Friday, November 10. Business will continue in each department, but please be aware that not all staff will be available at all times. We appreciate your patience.

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

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### **WELLNESS WORKS!**

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



#### **Mark Your Calendars Now –**

#### **Unveiling of the “12 Element” to Living Well Aware at Texas A&M**

*Friday, December 8 | MSC Bethancourt Ballroom*

WELLNESS WORKS! invites all Texas A&M faculty and staff employees to attend the 2017 Living WELL Aware at Texas A&M Conference on Friday, December 8 at the MSC Bethancourt Ballroom. This conference will be the culmination of our year-long program, ***Living Well Aware at Texas A&M***, which focuses on the [11 Essential Elements to Health & Happiness](#). Our keynote speakers for this conference will be Patricia J. Sulak, MD and Jeffrey A. Waxman, MD. Join us as we celebrate the unveiling of the 12th element to health and happiness designed exclusively for Texas A&M. Details about the conference including registration will be posted soon on our [website](#). **Save the Date** and plan to join us!

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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**

#### **Important Payroll Deadlines**

### Monthly EPAs

**Friday, November 17 at noon** – deadline for Monthly EPAs with actions effective 11/20/17 *and earlier* to be in **Payroll Services inbox** to guarantee our review and approval. Starting Monday, November 20 Canopy will not allow creation of monthly EPAs. Please plan ahead and route EPAs as soon as feasible; monitor their status to ensure that routing is proceeding in a timely manner. In the event of EPAs needing departmental correction and re-routing back to payroll or late EPA arrival, be aware that Canopy will cancel all incomplete and unapproved EPAs on November 20.

### Biweekly EPAs

**Thursday, December 14 at noon** – deadline for *critical* Biweekly EPAs with actions effective 12/17/17 *and earlier* to be in **Payroll Services inbox** to guarantee our review and approval. Even though *critical* Biweekly EPAs (actions that cannot wait until Workday Go Live) can be created in Canopy between 11/20/17 – 12/15/17 it will require manual entry into Workday. Workday Go Live date is December 17, 2017. Please plan ahead and route critical EPAs as soon as feasible; monitor their status to ensure that routing is proceeding in a timely manner. In the event of EPAs needing departmental correction and re-routing back to payroll or late EPA arrival, be aware that Canopy will cancel all incomplete and unapproved EPAs on December 15.

### Monthly EPA Exceptions

Monthly actions effective 11/20/2017 through 12/31/2017 will require double entry in both BPP and Workday. Payroll Services and HROE staff will do some of the double entry work on behalf of the department. *We strongly encourage departments to minimize use of the PAR (Payroll Action Request) during this time and wait to enter into Workday after Go Live.* Monthly actions available during this interim double entry time are limited to:

- new hire or rehire
- reclassification
- salary change
- transfer out / transfer in
- promote out / promote in

Other actions such as source of fund changes, annual term updates, percent effort changes, name changes, ADLOC changes or retirements will need to be entered by the department directly in Workday after December 17.

Please complete all fields of the PAR form and send it, along with the same attachments you would normally include with your EPA, to [payrollprocessing@tamu.edu](mailto:payrollprocessing@tamu.edu). The form must be signed by your normal final departmental EPA approver. If approval of another department or research entity is normally obtained, attach copy of an email or memo granting such authorization for audit purposes. The PAR form is attached and will be available on Payroll Services website soon. Contact [payrollprocessing@tamu.edu](mailto:payrollprocessing@tamu.edu) or call the Payroll Processing Team that services your department if questions or concerns about these issues are noted.

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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.

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## **TIP OF THE WEEK**

### **New Workday Website and Email Address**

Check out our new Workday @ Texas A&M website available at [workday.tamu.edu](http://workday.tamu.edu)! From the homepage, employees will find important legacy system cutover dates as well as information about the drop-in learning labs and forums. Other helpful information can be found on the *About*, *Using Workday*, *FAQs* and *Help* tabs. If you can't find what you need on the new website, send us an email at [workday@tamu.edu](mailto:workday@tamu.edu). Don't keep these resources a secret, share them!

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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