



# HR LIAISON NETWORK NEWS

October 1, 2018 | Share the following information within your departments as appropriate.

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## PAYROLL REMINDERS

October 1:

- Monthly Pay Day

October 4:

- #19-03 **Retro** Timesheets and Workday BP Retro Approvals due at 5pm

October 8:

- #19-03 Current Timesheets, Workday BP Approvals, Lump Sum Payouts & Supplements due at 11am
- #19-03 Pay Calculation Results for a Period Report available at 12pm

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## HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

### Workday Update – September 27, 2018

The Workday Updates for September 27, 2018 have been posted online. This week's updates include changes to Absence Management, Compensation, Recruiting, Reporting, and Staffing. Full details about these updates are found on the [Workday Weekly Updates webpage](#).

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### Pre-Hire ID Number

Pre-Hire records have an automated sequence-generated number (beginning with "PH-"); please do not edit the Pre-Hire ID number. It needs to remain intact to avoid conflicts with the UIN number later assigned to the employee.

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### Recruiting/Hiring Tips

State law requires state agencies to provide interview opportunities to individuals indicating a Veterans Preference on their application. When initial interviews are being determined and there is at least one qualified (meets minimum qualifications) candidate in the pool who has indicated a Veteran's Preference then:

- at least one candidate with a Veteran's Preference must be interviewed if six or fewer applicants are interviewed,
- 20% of the those interviewed must have a Veteran's Preference if more than six candidates are interviewed,

As part of the Screening Matrix, the Veteran's Preference (and Former Foster Child Preference) should be noted for each candidate. This information can be found in the Questionnaire Results tab for each candidate in the Screen stage.

One way to ensure the Recruiting Process moves smoothly is to upload your hiring documents using our secure server at <https://apps.tamuds.tamu.edu/SecureUpload/hiring-documents> as soon as your candidate has accepted the offer of

employment. Then, while the background check is running, all documents can be reviewed and confirmed so the recruiting process may proceed when the background check results are received.

Want to learn more about the Recruiting Business Process in Workday? We have recently updated our website to provide more information in an easier to read and follow format. To find more information about Recruiting in Workday, please visit our website at <https://employees.tamu.edu/employment> and click the [Recruiting Business Processes](#) link under News.

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### **New Employee Welcome (TAMU NEW) Session Wednesday, October 10 – Please Register by Friday, October 5**

*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, October 10 from 9:30 a.m. to 2:00 p.m. (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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### **Training Compliance Reports for October – As of October 1, 2018**

Attached is the monthly Required Employee Training Assignments Report for System-required employee training. Due to technical issues, the Departmental Progress Report will not be produced this month. The number of past due assignments has improved from last month, but is still relatively high. 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 decreased 11.2% from 2471 to 2195.
- The total number of past due employees decreased 5.6% from 1113 to 1051.
- The total number of past due Faculty employees decreased 19.5% from 292 to 235.
- The total number of past due Budgeted Staff employees decreased 1.1% from 187 to 185.
- The total number of past due Wage Staff employees decreased 24.8% from 307 to 231.
- The total number of past due Graduate Assistant employees increased 25.5% from 47 to 59.
- The total number of past due Student Worker employees increased 21.8% from 280 to 341.

#### *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 – 97.6%
  - Ethics – 97.7%
  - Information Security Awareness – 96.2%
  - Orientation to the A&M System – 98.8%
  - Reporting Fraud, Waste and Abuse – 98.3%
  - Required Training for Athletics Task Workers – 87.6%

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## **PAYROLL SERVICES**

### **Payroll Shared Email Accounts**

An update has been made to page 2 of the [HROE Shared Email Accounts Job Aid](#) which list other email address, such as those for Payroll. Please note that Payroll Services has two (2) email addresses. Please updated any printed version you have of the job aid. An updated version can be [found here](#).

<b>Inquiry Type</b>	<b>Email address</b>
One Time Payments (questions & rescind requests) Pay, Payroll, Paycheck Issues Payment Elections (direct deposit) Supervisory Organization Changes Payroll Reports	PAYROLL SERVICES <a href="mailto:payrollprocessing@tamu.edu">payrollprocessing@tamu.edu</a>
Employment Verification State Service Dates (including edits)	PAYROLL SERVICES <a href="mailto:payroll@tamu.edu">payroll@tamu.edu</a>

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## WELLNESS WORKS!

Please share the following information with employees in your department.

### FREE Financial Counseling On Campus for A&M Employees

- Presented by Lincoln Financial Group  
**Wednesday, October 3 | 9:30 am – 1:30 pm | GSC 1203**
- Presented by TIAA Financial Group  
**Tuesday, October 9 & Wednesday, October 10 | 8:30 am – 4:30 pm | GSC 1203**

Both Lincoln Financial and TIAA offer Texas A&M employees FREE one-on-one consulting meetings with their financial/retirement advisors in the HROE offices in the GSC. [RSVP here.](#)

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### Eat Well, Be Well! Nutrition Series

Presented by Registered Dietician, Meghan Windham

**October 2, 9, & 16 | 11:30 am - 12:30 pm | GSC Room 101A**

WELLNESS WORKS! invites you to join us as Registered Dietitian, Meghan Windham, presents different nutrition workshops. The *Eat Well, Be Well* series has been developed to teach adults the importance of nutrition in all aspects of life. You will not want to miss the information and strategies Meghan Windham will share with series participants! *Participation in all workshops is not required.* Additional information including registration details is available on [our website](#). To watch previous Nutrition Workshops, visit our [YouTube channel](#).

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### Employee Flu Vaccine Clinics

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 any Texas A&M System employee, their eligible dependents (must be 6 months or older), and retirees **who are covered under the A&M Care plan (Blue Cross Blue Shield of Texas) or AHP Care** (grad students). Outside insurance will not be accepted at the on-site flu vaccine clinics.



Vaccines available this year are [quadrivalent](#), covering two influenza A viruses and two influenza B strains. Additionally, we will offer pediatric doses and a limited number of high-dose and egg-free vaccines.

Visit [wellness.tamu.edu](#) for the most up-to-date information related to these clinics and to complete the **required forms**. Also, please [post a flyer](#) in your office!

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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](#)

View the  
[HR Liaison Network  
News Archive Online](#)

### Division of Human Resources and Organizational Effectiveness

1255 TAMU | College Station, Texas 77843-1255

ph. 979.845.4141 | [HR-feedback@tamu.edu](mailto:HR-feedback@tamu.edu) | [employees.tamu.edu](http://employees.tamu.edu)

TEXAS A&M UNIVERSITY | Learn about [Workday @ Texas A&M](#)

