



HR LIAISON NETWORK NEWS

October 15, 2018 | Share the following information within your departments as appropriate.

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

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PAYROLL SERVICES

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WELLNESS WORKS!

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PAYROLL REMINDERS

- October 16:
 - Monthly **RETRO** Business process approvals due at 5pm
- October 17:
 - Monthly Pay Calculation Results Report available at 12pm
- October 18:
 - Monthly Pay Calculation Results Report refreshed at 10am
 - #19-04 RETRO Timesheets & Workday Retro BP Approvals due at 5pm
- October 19:
 - Monthly Pay Calculation Results Report refreshed at 10am
- October 22:
 - Monthly Pay Calculation Results Report refreshed at 10am
 - #19-04 Current Timesheets, Workday BP Approvals, Lump Sum Payouts & Supplements due at 11am
 - Monthly Lump Sum Payouts & Supplements due at 11am
 - #19-04 Pay Calculation Results Report available at 12pm

- [Processing Schedules](#)
- [Payroll Reports](#)
- [Payroll Processing Calendar Key](#)

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

HR Liaison Network Fall Meeting 2018 Registration Now Open

Registration for the October 31, 2018 HR Liaison Network Fall Meeting is now open.

- Location: General Services Complex, 101A
- Morning Session 8:30 – 12 pm **OR**
- Afternoon Session 1:00 – 4:30 pm
- Check-in & Networking at 8:30 am **OR** 1:00 pm

Register (for one session) by Friday, October 29 at 8:00 am

Morning Session Registration [HERE](#).
Afternoon Session Registration [HERE](#).

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Workday Training Changes and Update – October 8 and 11, 2018

The Workday Training Changes for October 8, 2018 and Updates for October 11, 2018 have been posted online. This week's updates include updates to Compensation, Performance and Goals, and Staffing. Training changes include Add Additional Job, Quick Reference Guides and Future Updates. Full details about these updates are found on the [Workday Weekly Updates webpage](#).

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Workday Security Roles

Security roles in Workday are assigned to the *position* (MXXXXX / HXXXXX / P-XXXXX), *not the person*. If an employee experiences a job change such as a promotion or transfer which results in a *different position*, they will assume the security roles (if any) of the new position. **Security roles do not move with the person unless indicated to do so through a business process.**

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Workday TO DO Tasks

As a reminder, a TO DO task in Workday provides instructional text to go *do something* (may or may not be completed within Workday) and then *submit* the TO DO to continue the routing process. In some instances, the TO DO task may instruct the employee to provide documentation to their System Member HR office. In these instances, the employee should provide the documentation to their department's HR Liaison. Once the task is submitted and routed, the appropriate HR Partner may reach out to the HR Liaison if the information cannot be verified through other means. Examples:

Edit Other ID business process TO DO task

This step is a prompt for you to provide documentation to support the change submitted to your Social Security Number (SSN) record. The change to your SSN will be routed for approval to your HR Partner. Please contact your HR Partner or System Member HR office if you have questions.

Legal Name Change business process TO DO task

A change was submitted to edit to your legal name. If you did not intend to change your legal name, go to your Inbox now to open this To Do step then use the gear icon in the top right corner to cancel the process. If you did intend to change your legal name, you must provide appropriate documentation, such as an updated U.S. Social Security card, to your System Member HR office to support changing your legal name. The next step in the process is for your HR Partner to review and approve the legal name change.

If you receive or have questions about these TO DO tasks, please email hrnetwork@tamu.edu.

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Recruiting/Hiring Tips

When viewing a Job Requisition, clicking on the Candidates tab will allow all candidates to be viewed in a spreadsheet-like format called the Candidate Grid. The Candidate Grid is a great way to see all candidates in one view, however please remember that Hiring Managers and Recruiting Coordinators DO NOT have authorization to use the Candidate Grid for subsequent moves after the candidate's Initial Review has been completed. Screen, Interview, Offer and Background Check tasks will only be done via tasks sent to the Hiring Manager's and/or Recruiting Coordinator's Workday Inbox.

Candidates moved using the Candidate Grid might skip important review steps which may halt the hiring process, requiring intervention and corrections, and thereby delaying the hire.

When a candidate is in Interview status and ready to move forward to Offer/Background Check status, Please **STOP** and obtain clearance from HROE Recruitment **PRIOR** to moving a candidate into either Offer or Background Check. (Offer should always be completed before Background Check is chosen.) Once approval is obtained to proceed, then Move Forward to Offer. NOTE: Once clearance is obtained to move a candidate to Offer, clearance is not needed to move them from Offer to Background Check.

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Performance Evaluation Goals in Workday

With the semester and new fiscal year well underway, it is time for employees and supervisors to establish performance expectations and enter goals into Workday. To assist in entering goals into Workday, please visit the [HROE Resources](#)

page or click the following links for job guides. [Add and Edit Goals - Employee](#) or [Add and Edit Goals - Manager](#). Please remember that goals must be approved by the employee's manager and the goal due date must be between 4/1/2018 and 3/31/2019.

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October is Disability Employment Awareness Month

"America's Workforce: Empowering All." is the theme for this year's National Disability Employment Awareness Month (NDEAM). This is a nationwide effort that raises awareness about disability employment issues and celebrates the contributions of America's workers with disabilities. Held every October, NDEAM is an opportune time to educate about disability employment issues. HROE is again supporting the Campaign for Disability Employment, a collaborative effort to promote positive employment outcomes for people with disabilities.



What can YOU do? The campaign's website, whatcanyoudocampaign.org, offers users the chance to learn, express their commitment to disability employment efforts and share their employment experiences. Visit employees.tamu.edu/managers/disability-campaign on the HROE website and use the tools and resources to help Texas A&M spread the message that at work, it's what people CAN do that matters.

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Export Controls Online Course Updated

Course no. [2111212 : Export Controls & Embargo Training - Basic Course](#) has been updated, and is available in TrainTraq. The updates include content revisions, closed captioning, a new look, and a required five-question mastery test at the end. If you have any questions, please contact PDinfo@tamu.edu.

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PAYROLL SERVICES

Payroll Processing Rules Edited for Academic Pay Period

The payroll processing rules have been edited so that compensation allocation plans will only pay during the employee's position Academic Pay Period, rather than pay an allowance outside of the Academic Pay Period, to be consistent with the base salary. **Impacted Roles:** Managers, Budget Partner, HR Contact, HR Partner, Payroll Partner

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WELLNESS WORKS!

Please share the following information with employees in your department.

Flu Vaccine Clinics in October

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 October 1 to participate in the October clinics.*

Post a [flyer!](#)

Drive-Thru Clinic:

October 18: 11 am - 5:30 pm, Fan Field parking lot, Research Parkway. *All participants must be in a vehicle, no walk-ups.* **In the event of inclement weather, an email will be sent out regarding the cancellation of the event.

Walk-in Clinics:

October 17: 3:30 pm - 5:30 pm, Health Science Center (*Hwy 47 Campus*) - Health Professions Education Building, 3047 A&B

October 24: 7:30 am - 5:30 pm, Memorial Student Center, 2406

October 26: 7:30 am - 5:30 pm, General Service Complex, 101 B&C

November 8: 11 am - 3 pm, Employee Health & Wellness Fair at the Student Rec Center, 2225 (South Entry)

Wellness Happenings for October

Check out the *WELLNESS WORKS!* monthly newsletter [here!](#) This newsletter includes a variety of wellness topics and event registration information including:

- National Breast Cancer Awareness Month
- **3D Mammogram Mobile Screening Event** - Oct 23 & 24
- Deer Oaks EAP Employee Enhancement Newsletter
- **Eat Well, Be Well! Nutrition Series** – *Mindful Eating* – Oct 16
- **Employee Health & Wellness Fair** – Nov 8

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Division of Human Resources
& Organizational Effectiveness

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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/liasons

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