



HR LIAISON NETWORK NEWS

October 16, 2017 | Share the following information within your departments as appropriate.

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TIP OF THE WEEK

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PAYROLL REMINDERS

October 16:

- Electronic BVDs available

October 17:

- Electronic BVDs due at 4pm
- Biweekly EPAs cue at noon

October 18:

- PPRs print

October 19:

- PPRs available online

October 20:

- Monthly PVDs available

October 23:

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

[Processing Schedules](#)
[Payroll Reports](#)

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

Workday Skills Training via WebEx

HR Liaisons participating in the weekly Workday WebEx sessions as a group will need to **complete and submit the appropriate sign-in sheet** available under Resources, [HERE](#). As a reminder, Workday skills training will be available via instructor-led WebEx sessions beginning this week. The sessions will be delivered Tuesday, Wednesday and Thursday over a five week period. In addition, one session each week will be recorded for viewing at a later date. HR Liaisons should refer to TrainTraq for their required course assignments. To receive credit for the assignment, you must register even if you plan to watch the recorded version later.

Skills Courses:

- WEEK 1: GA050, *Workday Core HCM Concepts* (all HR Dept Processors / Liaisons)
- WEEK 2: SK210, *Recruiting* (Recruiting Coordinator)
- WEEK 3: SK220, *Staffing / Onboarding* (HR Contact, Research Partner, UIN Partner, I-9 Processor)
- WEEK 4: SK230/SK240/SK250, *Goals/Performance; Track Time; Time Off/Leave* (HR Contact, Talent Analyst, Timekeeper, Absence Partner)
- WEEK 5: SK260/SK270, *Answering Employee and Manager Questions* (all HR Dept Processors / Liaisons)

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PATH Position Description Actions Transitioning to Workday

To meet deadlines for the December 2017 Workday implementation, a snapshot of PATH position description data for staff PINs will be taken on **Friday, 10/27/17**. Any reclassification and update actions on existing PINs with HR approval **completed by 10/27 will be transitioned to Workday** through a data load process. Any actions completed after 10/27 as well as any staff new position approvals that do not yet have budgeted PINs in the payroll system will not transition to Workday through the data load. Departments may continue to submit actions in PATH after 10/27 but please note that the information will have to be re-entered into Workday once it is available. Please watch for additional announcements coming soon related to postings, applicant access and hire dates. For questions related to the PATH position description transition, contact HROE Classification and Compensation at or hrcomp@tamu.edu or 979.845.4170.

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Change to Supplemental Questions in PATH

In anticipation of the change to procedures that Workday will require, effective with positions posted November 1, 2017, HROE Recruitment and Workforce Planning will no longer use questions about required knowledge, skills and abilities as **disqualifying** questions on postings. Recruitment continues to support the use of supplemental questions to enhance the information on resumes and applications by using yes/no or open textbox questions to inquire about a candidate's knowledge, skills and abilities. Disqualifying will only be used for Qualifying Group Questions, which are added by Recruitment and inquire about minimum required education and experience. Once Workday is implemented, questions inquiring about required minimum education and experience qualifications will no longer automatically disqualify an applicant. All review of minimum qualifications will be part of the Review step and will be processed by Recruitment.

If you have any questions about the use of supplemental questions, or how to use these questions to more fully screen your applicant pools, please contact Recruitment at jobpath@tamu.edu or contact Rita Bowden, Manager of Recruitment at rbowden@tamu.edu or 979.862.1015.

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2016-2017 Performance Management Program in PATH

The 2016-2017 Performance Management Program in PATH will close on **October 31, 2017**. After this time, any outstanding tasks related to employee evaluations that were due May 31, 2017 will need to be placed in the employees' personnel file. If there are any open or pending evaluations, we encourage you to notify the supervisor. Departments interested in receiving a status report of evaluations can send a request for the Performance Evaluation Status report to hrbusinessservices@tamu.edu. For assistance with PATHways and the online PATH Performance Management system, please visit the website at employees.tamu.edu/PD/PATHways or contact the PATHways support team at HRPATHways@tamu.edu or 979. 845.4153.

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Please share the following information with ALL employees in your work area.

Reminder: Appointments Needed for Benefit Services

For your convenience Benefit Services wants to make the most of your visits with us! Retirees and employees who wish to meet with a member of Benefit Services will need to call 979.862.1718 or email benefits@tamu.edu to make an appointment. *We will NO LONGER be accepting walk-ins effective Monday, November 6, 2017.* Your HROE Benefits team member will schedule your assigned date and time to come in to meet with us. In-person appointment days will be held on Wednesdays and Thursdays from 9:00 a.m. to 4:00 p.m. at the General Services Complex 750 Agronomy Road Suite 1201.

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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.



Explore Your Brighter Workday with Workday Help

All employees are encouraged to check out the resources, including Workday terms and core concepts, crosswalks and job aids, available on their Single Sign-On (SSO) menu. Visit SSO today and select [Workday Help](#) to explore your brighter Workday.

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Workday Open Forum – Thursday, October 19

The next Workday Open Forum will be held Thursday, October 19 from 12:00-1:30 p.m. in Rudder 601. Lunch will not be provided, but feel free to bring your own! Visit [Workday & You](#) and expand Workday Open Forums for further information, including registration (if attending in person) and WebEx information.

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WELLNESS WORKS!

Please share the following information with employees in your department.

EMPLOYEE HEALTH & WELLNESS FAIR!

Friday, October 20 | 8:30 a.m. - 3:00 p.m. | Student Rec Center - Use south entry in back

Bus route #8 "Howdy" or park in Lot 100J behind Rec by Olsen Field ([map](#))

Faculty and staff, join us at the fair hosted by WELLNESS WORKS! to learn about physical, financial, and interpersonal wellness! [View/print the full schedule HERE](#). Featuring:

- Vendor Exhibit Hall
- Breakout Sessions
- Door Prizes at Every Session
- Fitness Classes
- Flu Vaccine Clinic & Health Screenings ([Required forms](#))
- Airrosti Pain & Injury Assessment ([RSVP here](#))
- HomeMeds Medication Screening ([RSVP here](#))

[RSVP HERE](#) for lunch! Luncheon & Keynote: "Who is in charge of your healthcare - your physician, your health insurance provider, YOU?"

by Dr. Robert Morrow, President of Southeast Texas at Blue Cross and Blue Shield of Texas

Full schedule of events and more details can be found at wellness.tamu.edu.

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PAYROLL SERVICES

November 2017 Biweekly Pay Date

The biweekly pay day of Friday, November 24, 2017 has been moved to Wednesday, November 22, 2017. This move is due to our normal Friday pay day occurring during the University Thanksgiving holidays.

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TIP OF THE WEEK

Looking to Learn About Workday through Training?

TrainTraq is your point of contact for Workday training. Simply select the Course Catalog tab from your employee page in TrainTraq, enter *Workday* in the Course Name field and hit Search to find all training related to Workday. (least).

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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