



HR LIAISON NETWORK NEWS

October 21, 2019 | Share the following information within your departments as appropriate.

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PAYROLL REMINDERS

October 21:

- Monthly Pay Calculation Results Report refreshed at 10:00am
- Monthly PPRs & Lump Sum Payouts due at 11:00am
- #20-04 Current Timesheets, Workday BP Approvals, Lump Sum Payouts & PPRs due at 11:00am
- #20-04 Pay Calculation Results Report available at 12:00pm

October 22:

- Monthly Pay Calculation Results Report refreshed at 10:00am
- #20-04 Pay Calculation Results Report refreshed at 10:00am
- #20-04 Timesheets Locked; only Timekeepers can update
- Run Timekeeper Reports
- Current Monthly BP Approvals due at 5:00pm

October 23:

- Monthly Pay Calculation Results Report refreshed at 10:00am
- #20-04 BW Final Pay Calculation Results Report available at 2:00pm

October 24:

- Monthly Final Pay Calculation Results Report available at 2:00pm

October 25:

- #20-04 Biweekly Pay Day

[Payroll Processing Calendar Key](#)
[Processing Schedules](#)
[Workday Tools](#)

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

Registration Closes at 5pm TODAY: HR Liaison Network Fall Meeting 2019

Join HROE for the HR Liaison Network Fall Meeting on Tuesday, October 22 in the General Services Complex. HR Liaisons should register **by 5pm today** using the links below. The meeting agenda is attached. **We encourage you to wear Pink to the meeting in support of Breast Cancer Awareness month.**



Location: General Services Complex, 101A
Morning Session 8:00 – 11am **OR**
Afternoon Session 12:30 – 3:30pm
Check-in & Networking at 8:00am **OR** 12:30pm

Register by Monday, October 21 at 3:00pm (choose one session)

Morning Session Registration [HERE](#).
Afternoon Session Registration [HERE](#).
Remote HR Liaison Registration [HERE](#).**

****Remote HR Liaison Registration** is limited to HR Liaisons that are not located in the Bryan/College Station area. The HR Liaison's location will be verified and will be cancelled if the Liaison is not located outside of B/CS.
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Workday Services Education and Training: October Webinars

Please join us for the following Workday Services webinar next week. This event is open to all, but content will focus on the security roles listed with the webinar description.

Spotlight on UINs | October 30, 2019 | 10:30-11:30am

Description: *UIN Search* and *UIN Manager* help determine a person's identity and allow you to find or create a UIN when hiring new employees. This session will focus on how to accurately complete the process and explain the impacts on Workday and other downstream systems when mistakes are made. Additionally, you will learn best practices for identifying the correct UIN using *UIN Search* and *UIN Manager* and the UIN touchpoints in Workday.

Target Audience: UIN Partner, Recruiting Partner, HR Partner, **HR Contact**

Link to Meeting: [HERE](#)

Password: Workday

Dial in Audio: 1-415-655-0003

Access Code: 926 594 793

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Onboarding Business Process

Please remind new hires to work from their Workday *inbox* rather than initiating standalone business processes to complete their Onboarding. If they work outside of the Onboarding business process, they will experience errors that will require additional work in the background before they are able to move along. New employees are encouraged to review the user guide available in Workday Help called [Onboarding The Employee Perspective](#).

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PAYROLL SERVICES

Manager & Timekeeper Duties

It is critical that Managers review and approve their employee's timesheets as submitted and not wait until the deadline day, especially for retroactive corrections. [Useful reports](#) can be run at any time from the Workday search bar. **It is important that Managers & Timekeepers work together and review reports to make sure all timesheets are submitted and approved before established deadlines**, to insure their employees retroactive timesheet corrections are processed and paid timely and accurately.

If an employee makes positive and/or negative corrections to a prior timesheet (retroactive correction) and the manager or timekeeper does not approve the timesheet by the Retro deadline, the retro process will take the

adjustments from the current pay period not the prior period, which could result in your employee receiving less pay than they expected. Retro and Current timesheet deadlines are listed on all [Payroll Processing Calendars](#).
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WELLNESS WORKS!

Please share the following information with employees in your department.



Upcoming Events:

- **2019 Texas A&M University Employee Flu Vaccine Clinics**

The Division of HROE has partnered with the Texas A&M Health Family Care, the colleges of medicine, nursing, and pharmacy, and Health Science Center's Office of Interprofessional Education & Research to once again offer flu vaccine clinics to local Texas A&M System employees, their eligible dependents (must be 6 months or older), and retirees who are covered by the A&M Care Plan (Blue Cross Blue Shield of Texas).

In order to get a flu vaccine at one of our clinics, you must complete **two required forms** – the

1. [Employee/Retiree Registration form](#) (one registration form per covered family/household) **AND** the
2. [Vaccine Consent form](#) (one consent form per person receiving the vaccine)

Dates, times, and locations subject to change.

- Thursday, October 24 (8:00am – 5:00pm) – Rudder Exhibit Hall
- Friday, October 25 (12:00pm – 6:00pm) – HSC HPEB Building

Learn more at <https://wellnessworks.tamu.edu/flu>.

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- **Dinner Tonight: Cooking Club**

Presented by Texas A&M AgriLife Extension Service

October 24, 2019 | 12:00pm–1:30pm | [Rec Center](#) Room 2229A | [\(Use South Entry\)](#)

You are invited to join us for this month's Dinner Tonight: Cooking Club offered through the Texas A&M AgriLife Extension Service's [Dinner Tonight Program](#). This Cooking Club will provide culinary experiences aimed at preparing quick, healthy, cost-effective recipes. This month, participants will have the opportunity to cook the following menu:

Main Dish: Stuffed Bell Peppers

Side: Vegetable Rice Pilaf

Dessert: Texas Fruit Salad

Seats are limited. Register [HERE!](#)

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- **3D Mammogram Mobile Screening Event**

Presented by Assured Imaging Healthcare in Motion

Tuesday, October 29 & Wednesday, October 30 | 8:00 am - 5:00 pm | [GSC Lot 88](#)

**Parking is available in Lot 88 with any valid TAMU parking permit.*

WELLNESS WORKS! has partnered with Assured Imaging Healthcare in Motion to host an on-campus, digital mammogram screening for employees - no referral necessary. Most major insurance accepted, including Blue Cross Blue Shield of Texas. A woman is eligible for a digital mammogram-screening if she:

- Is at least 40 years of age
- Has not had a previous mammogram in the past year
- Has no current breast problems or complaints
- Women between the ages of 35-39 can receive one baseline mammogram without a doctor's order

To schedule an appointment [visit online](#) or call (888) 233-6121. For questions about the screening, contact Info@AssuredWW.com

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- **Feedback Requested - Take the [2019 Employee Health & Wellness Fair Participant Survey](#)**

Thank you for participating in the 2019 Employee Health & Wellness Fair sponsored by *WELLNESS WORKS!* on Tuesday, October 1. Complete this short survey to provide feedback that will be used to enhance future wellness events. This survey will close at 5 pm on Friday, November 1. We encourage you to check out our website <https://wellness.tamu.edu/> for additional wellness offerings.

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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/liasons

View the
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