



HR LIAISON NETWORK NEWS

October 22, 2018 | Share the following information within your departments as appropriate.

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

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PAYROLL REMINDERS

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

October 23:

- Current Monthly Workday BP Approvals due at 5pm
- Monthly Pay Calculation Results Report refreshed at 10am
- #19-04 Pay Calculation Results Report refreshed at 10am
- #19-04 Timesheets locked; only Timekeepers can update
- Run Timekeeper Reports

October 24:

- Monthly Pay Calculation Results Report refreshed at 10am

October 26:

- Biweekly Pay Day

[Processing Schedules](#)

[Payroll Reports](#)

[Payroll Processing Calendar Key](#)

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

Limited Seats! HR Liaison Network Fall Meeting 2018 Registration Now Open

Seats are filling up quick for the HR Liaison Network Fall Meeting. As a reminder, HR Liaisons should strive to maintain regular attendance at HR Liaison Network Meetings. The benefit of remaining active is that HR Liaisons will remain knowledgeable, continue to receive the weekly LNN, and have access to the SingleSignOn applications and Workday security roles needed to fulfill the HR Liaison role for the department. Requirements for remaining an active HR Liaison will be covered during this meeting.

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 – Week of October 15, 2018

The Workday Training Changes for October 15, 2018 have been posted online. Training changes include a Quick Reference Guide for Costing Allocations. Full details about these updates are found on the [Workday Weekly Updates webpage](#).

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Recruiting/Hiring Tips

We love helping our customers and in an effort to reduce redundancies in communications to Recruitment, we ask you to do the following if you require assistance:

1. If your matter is **critical** (usually having to do with someone's pay) or **urgent** (hire date is tomorrow), please call Recruitment at (979) 845-5154. If no one is able to take your call, please leave a detailed message and you will be called as soon as possible. Please do not follow up with an email.
2. If you need to request a **Criminal Background Check**, send an email to jobs@tamu.edu. Put "CBC - <Candidate Last Name>" in the Subject: line. Please do not call Recruitment to place an order.
3. If you want to check the status of a Criminal Background Check for a candidate, please wait at least 48 hours after your CBC request. Most CBC results are returned within 48 hours of placing the order and Recruitment processes them as soon as possible.
4. If you have a problem with a recruiting, hiring or onboarding process in Workday, please email jobs@tamu.edu and put "Workday Issue: <brief subject description>" in the Subject: line. Please do not call Recruitment with the same issue.
5. If you want to know where in the process is an employee or candidate in Workday, please see the [FAQs](#) → *Where in the Process is?* for instructions to find this information.
6. If you have not had a response to your email within 24 hours, please go to your Sent items in Outlook and click "forward" to send your original email to jobs@tamu.edu again. Please do not create a new email.

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Support for the Campaign for Disability Employment

HROE reminds you that October is Disability Employment Awareness month. The Campaign for Disability Employment is offering a series of products designed to promote the hiring, retention, and advancement of people with disabilities and dispel negative stereotypes about disability and employment. Each hiring department at Texas A&M has a powerful role to play in improving employment outcomes for people with disabilities. At work, it's what people CAN do that matters. Focus on abilities, not disabilities! We hope you will join us in supporting the Campaign for Disability Employment by making a commitment to reflect the spirit of the "What can YOU do?" initiative in your recruitment, retention, and advancement efforts. Expect. Employ. Empower. [Learn more online.](#)

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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](#)!

Walk-in Clinics:

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

WELLNESS WORKS!

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)

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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
- **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](#)