



HR LIAISON NETWORK NEWS

October 29, 2018 | Share the following information within your departments as appropriate.

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

[HR Liaison Network Fall Meeting 2018 This Wednesday Tuesday, November 6 is Election Day – Using Voting Leave](#)
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WELLNESS WORKS!

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[Get Real: Find Out What Retirement May Cost and How to Prepare](#)

PAYROLL REMINDERS

November 1:

- Monthly Pay Day
- #19-05 **RETRO** Timesheets & Workday Retro BP Approvals due at 5pm

November 5:

- #19-05 Current Timesheets, Workday BP Approvals, Lump Sum Payouts & Supplements due at 11am
- #19-05 Pay Calculation Results Report available at 12pm

[Processing Schedules](#)
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HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

Fall HR Liaison Network Meeting this Wednesday - [Wear PINK in support of Breast Cancer Awareness month!](#)

Only a few seats remain 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 Single SignOn 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.

If you have not registered, but are able to attend, please email hrnetwork@tamu.edu as online registration has closed.

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

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Tuesday, November 6 is Election Day – Using Voting Leave

Employees may be allowed sufficient time off to vote in national, state, and local elections on Election Day. Employees should notify their supervisor prior to the Election Day if they do not have sufficient time to vote on their own time. Supervisors may schedule voting leave by allowing the employee to:

- arrive to work later than normally scheduled in order to allow sufficient time to vote before the workday;
- leave work early without the expectation to return in order to allow sufficient time to vote; or
- take a longer lunch than is normally scheduled in order to vote.

For additional information regarding voting leave, visit <http://employees.tamu.edu/benefits/leave/other/>. For details about the elections, visit <http://www.brazosvotes.org>.

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Workday Training Changes and Update – Week of October 22 and 25, 2018

The Workday Training Changes for the week of October 22, 2018 and Updates for October 25, 2018 have been posted online. This week's updates include updates to Absence Management, Compensation and Staffing. Training changes include Updated Job Aids and a New Quick Reference Guide. Full details about these updates are found on the [Workday Weekly Updates webpage](#).

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Recruiting/Hiring Tips

If you are searching for an Employee in Workday:

1. Enter name of the person in the Global Search Bar (top left corner of the screen).
2. Right click on the *Employee's name* to see in New Tab (SINT) the Employee's Profile.
3. Click *Actions* capsule under Employee's name.
4. Scroll down until you see Worker History → View Worker History by Category.

If you are searching for a candidate in a Recruiting Process:

1. Enter the name of the person in the Global Search Bar.
2. Right click on the *Related Actions Button* (Twinkie) next to candidate name to SINT.
3. Click the Actions capsule → Business Process → Business Process Event History.
4. Select the appropriate job application you wish to view. Click OK.
5. Click **Process** tab.
6. Scroll to see *Process History* and *Awaiting Action Items*.
7. Click **Remaining Processes** button for what is next.

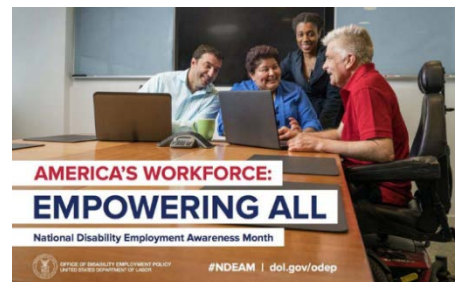
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Fostering a Work Culture Welcoming ALL People

As National Disability Employment Awareness Month comes to a close, HROE reminds everyone that fostering a work culture welcoming of the talents of all individuals, including people with disabilities, promotes workplace success for everyone -- every day. At work, it's what people CAN do that matters. Focus on abilities, not disabilities!

Remember, employees with disabilities:

- Have talent.
- Help businesses gain a competitive edge through innovative thinking.
- Mirror an important and increasingly expanding customer base.
- Are experienced problem solvers with a proven ability to adapt.
- Value and want to work!



We encourage you to promote the hiring, retention and advancement of people with disabilities and dispel negative stereotypes about disability and employment, and remember this year's theme, "America's Workforce: Empowering All." More at www.whatcanyoudocampaign.org. The site offers posters your department can use to show your support for the campaign. They are not dated so you may leave them posted throughout the year. [Learn more on the HROE website.](#)

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PAYROLL

#19-06 Early Deadlines and Pay Day

Due to the upcoming TAMU Thanksgiving Holidays, pay period #19-06 has earlier deadlines. The Retro deadline will be Tuesday, November 13 at 5pm and the current deadline will be Thursday, November 15 at 11am. Pay day will be Wednesday, November 21. Please inform your employees, managers and timekeepers. More information regarding the [November](#) payroll processing schedule can be found on our [website](#).

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WELLNESS WORKS!

Please share the following information with employees in your department.



Flu Vaccine Clinic at the Employee Health & Wellness Fair on November 8

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 November 1 to participate in the November clinic.*

The 2018 Texas A&M Employee Health & Wellness Fair will be a come and go, conference-style event with lunch provided at the keynote session, "**Mindfulness & Emotional Intelligence in a World of Stress and Distraction**" presented by John Krajicek, Executive Professor and Assistant Director of Business Communication Studies for the MBA and EMBA Programs at Mays Business School. [RSVP here for keynote](#). Registration is only required for the keynote luncheon. [Livestream available on TTVN](#) for employees at remote campuses. For additional information about the fair including a full schedule of breakout sessions (coming soon), visit wellness.tamu.edu.

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FREE Financial Counseling On Campus

Presented by Lincoln Financial Group

Wednesday, November 7 | 9:30 am – 1:30 pm | General Services Complex 1203

Presented by TIAA Financial Group

Monday, November 12 | 9:00 am – 6:30 pm | In Your Office

Tuesday, November 13 & Wednesday, November 14 | 8:30 am – 4:30 pm | General Services Complex 1203

Both Lincoln Financial and TIAA offer Texas A&M employees no-cost, one-on-one consultations with their financial/retirement advisors in the HROE Office located in Suite 1201 of the [General Services Complex](#). Let these professionals help you learn how to take control of your financial well-being! RSVP for your meeting:

- [RSVP with a Lincoln Financial Consultant](#)
- [RSVP with a TIAA Financial Consultant](#)

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Get Real: Find Out What Retirement May Cost and How to Prepare

Presented by Lincoln Financial Group

Thursday, November 29 | 3:30 pm - 4:30 pm | General Services Complex 101A

WELLNESS WORKS! and Lincoln Financial Group invite you to join us for an opportunity to enhance your financial well-being through money management. It is never too early to establish retirement income goals! Start now by envisioning your financial future and learn the small steps you need for transitioning from saving to spending.

Participants will:

- Learn how thoughtful planning and commitment can help achieve goals
- Set retirement goals and priorities
- Identify additional sources of retirement income
- Be motivated to make changes if not on track to meet income goals
- Maximize their current savings if are on track toward income goals

To attend the live event, [register here](#). Access the live video stream on [TTVN](#).

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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/liaisons

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