



HR LIAISON NETWORK NEWS

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PAYROLL REMINDERS

October 30:

- Supplements and EPAs due at Noon for **Special payday** of 11.03.2017

October 31:

- Biweekly EPAs due at Noon

November 1:

- Monthly Payday
- PPRs print

November 2:

- PPRs available online
- Supplemental PVDs available

November 3:

- Supplemental Payday

November 6:

- Supplements due at Noon
- Uploads due at 1:00pm
- TimeTraQ due at 4:00pm

[Processing Schedules](#)

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HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

Welcome Scott Bauer, Director of Talent Management

Please join HROE in welcoming, Mr. Scott Bauer, our new Director of Talent Management, overseeing our Recruitment and Workforce Planning staff and our Analytical Services staff. Scott has twenty-one years of experience in various Human Resources roles providing strategic direction for compensation and benefits planning, performance management initiatives, workforce planning and talent acquisition activities, employee relations issue prevention and resolution, and HRIS technology creation with two Fortune 50 integrated oil companies. Most recently Scott worked for Compass Group NA – Chartwells Sector at Texas A&M as their Human Resources Manager. We are excited to have Scott's vast knowledge and contributions applied to the Talent Management Department, our Division, and Texas A&M.

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Years of Service Verifications and Pins

Currently, HROE staff are heavily involved in Workday training and implementation. As a result, verifications for years of service and distribution of pins will be delayed this year. We are working on data analysis now and anticipate being able to distribute pins by February 1, 2018. If you are the designated person to handle years of service verifications for your department, please fill out the [Google form found here](#) to help us coordinate years of

service for your department. If you are not the designated person, please forward to this message to the appropriate person. We appreciate your patience and understanding.

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Workday Skills Training via WebEx

As a reminder, Workday skills training will be available via instructor-led WebEx sessions. 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 on participating as a group or watch the recorded version later. Sign-in sheets are not required.

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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WEEK 3: SK220, Staffing / Onboarding WebEx

If you received a training assignment in TrainTraq to complete the Week 3 WebEx, please make sure you have registered for one of the sessions below even if planning on watching with a group or viewing the recording at a later date. Note that there are two sections at the same time for each date, depending on whether you want to listen to the audio over your computer or over your phone. Please register by clicking on one of the links below.

Tuesday October 31, 10:00 a.m. – 12:00 p.m.

- Webinar with audio via phone: traintraq.tamus.edu/SectionDetails.aspx?snum=4663
- Webinar with audio via computer: traintraq.tamus.edu/SectionDetails.aspx?snum=4664

Wednesday Nov. 1, 1:00 p.m. – 3:00 p.m.

- Webinar with audio via phone: traintraq.tamus.edu/SectionDetails.aspx?snum=4665
- Webinar with audio via computer: traintraq.tamus.edu/SectionDetails.aspx?snum=4666

Thursday, Nov. 2, 2:00-4:00

- Webinar with audio via phone: traintraq.tamus.edu/SectionDetails.aspx?snum=4667
- Webinar with audio via computer: traintraq.tamus.edu/SectionDetails.aspx?snum=4668

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Workday Training Continues

Staff from HROE, Payroll Services, Dean of Faculties and Graduate Studies are participating in Workday Core (Central Administrator) Classroom Training through Friday, November 10. Business will continue in each department, but please be aware that not all staff will be available at all times. We appreciate your patience.

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New Employee Welcome (TAMU NEW) Session November 8 – Please Register by Friday, November 3

Please forward this information to all hiring supervisors and encourage them to register their new employees.

The next session of *New Employee Welcome (TAMU NEW) Session* will be held Wednesday, November 8 from 9:30 a.m. to 2:00 p.m. (lunch included) in the General Services Complex. All employees welcome. Employees can register online at: training.tamu.edu/schedule/#EmployeeOrientations. If you would like to hold a seat for an incoming employee who is not yet on TrainTraq, please call 979.845.4153.

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2016-2017 Performance Management Program in PATH will Close on October 31, 2017

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. 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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Transitioning LeaveTraq to Workday

December balances from LeaveTraq as well as any completed time off events from that point forward will be converted into Workday. Time off events prior to December are only being brought over if there is a limit to how much of that leave type can be used in a fiscal year (i.e. – sick leave used for a child’s school activities). All requests in LeaveTraq, including future-dated events that are approved and completed by the end of the day on December 13 will be converted into Workday. Anything that has not been approved and completed by December 13 will need to be entered into Workday once we are live. Employees may print a copy of their leave balances from LeaveTraq if they wish, but it is not required.

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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.



Workday Open Forum – Two More Before Go Live!

All employees, especially HR departmental processors / liaisons and managers / supervisors are encouraged to attend the last few Workday Open Forums before our Go Live date of December 17. The forums will take place in Rudder 601 from 9:30 – 11:00 a.m. on Wednesday, November 15 and Wednesday, December 13. Visit [Workday & You](#) and expand Workday Open Forums for further information, including registration (if attending in person) and WebEx information.

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Workday Crosswalks Available

Crosswalk resources are available on [Workday Help](#) (accessible from your SSO menu) to help illustrate what today’s processes will look like in Workday. Active now are crosswalks for EPA, HRConnect, iBenefits, LeaveTraq and TimeTraq. Crosswalks will be available soon for BPP Screens and Monthly Payroll. Check them out today!

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Texas A&M Workday Operations Team

The Division of Human Resources & Organizational Effectiveness has recently formed a Workday Operations Team to support Texas A&M faculty, staff, and student employees with the transition to Workday through training, online resources, and dedicated customer care. The team consists of project leads, subject matter experts (SMEs) from HROE and Payroll Services, technical trainers, communicators, and a small group of departmental HR Liaisons representing a variety of colleges/divisions across Texas A&M University including the Health Science Center. This operations team will position Texas A&M for a successful transition to Workday prior to and after Go Live (December 17, 2017). Additional information about the team including contact information is forthcoming. Check out [workday.tamu.edu](#) for updates.

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[47](#) Days until Workday Go Live!!!!

WELLNESS WORKS!

Please share the following information with employees in your department.

Mark Your Calendars Now – Unveiling of the “12 Element” to Living Well Aware at Texas A&M

Friday, December 8 / MSC Bethancourt Ballroom

WELLNESS WORKS! invites all Texas A&M faculty and staff employees to attend the 2017 Living WELL Aware at Texas A&M Conference on Friday, December 8 at the MSC Bethancourt Ballroom. This conference will be the culmination of our year-long program, **Living Well Aware at Texas A&M**, which focuses on the [11 Essential Elements to Health & Happiness](#). Our keynote speakers for this conference will be Patricia J. Sulak, MD and Jeffrey A. Waxman, MD. Join us as we celebrate the unveiling of the 12th element to health and happiness designed exclusively for Texas A&M. Details about the conference including registration will be posted soon on our [website](#). **Save the Date** and plan to join us!

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Financial Wellness Counseling

WELLNESS WORKS! is facilitating one-on-one financial wellness consultations with financial/retirement advisors on campus in the General Services Complex (GSC) Room 1203 or 1205. These consultations will be provided by



Lincoln Financial Group and TIAA advisors and are intended to help employees learn ways to take control of their financial well-being. Both Lincoln Financial Group and TIAA are approved A&M System retirement vendors. Click [here](#) to learn more about this opportunity to enhance your financial well-being.

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FREE Fitness Sessions for Texas A&M Faculty and Staff

Looking for opportunities to maximize your [Wellness Release Time](#)? Check out one of our free fitness sessions for Texas A&M faculty and staff brought to you by *WELLNESS WORKS!*. Our fitness sessions are led by certified instructors from Rec Sports and other local health experts including Open Sky Health and Piranha Fitness Studio. [Fall 2017 Fitness Schedule](#) (August 28 – December 5) **WELLNESS WORKS! participants are required to sign-in at the Rec Center Member Services desk for classes at Rec Sports.*

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PAYROLL SERVICES

Updated Monthly Pay Schedule & Payroll Processing Calendar

The [Fiscal Year 2018 Monthly Pay Schedule](#) and the [November 2017 Payroll Processing Calendar](#) have both been updated to reflect revised dates for when BVDs are available and when they are due back to Payroll. Please make note of these earlier dates.

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Important Payroll Deadlines

Monthly EPAs

Friday, November 17th at Noon – deadline for Monthly EPAs with actions effective 11.20.2017 *and earlier* to be **IN PAYROLL'S INBOX** to guarantee our review and approval. Starting Monday, November 20th Canopy will not allow creation of monthly EPAs. Please plan ahead and route EPAs as soon as feasible; monitor their status to ensure that routing is proceeding in a timely manner. In the event of EPAs needing departmental correction and re-routing back to payroll or late EPA arrival, be aware that Canopy will cancel all incomplete & unapproved EPAs on the 20th.

Biweekly EPAs

Thursday, December 14th at Noon – deadline for *critical* Biweekly EPAs with actions effective 12.17.2017 *and earlier* to be **IN PAYROLL'S INBOX** to guarantee our review and approval. Even though *critical* Biweekly EPAs (actions that cannot wait until Workday Go Live) can be created in Canopy between 11.20.17 -12.15.17 it will require manual entry into Workday. Workday Go Live date is December 17, 2017. Please plan ahead and route critical EPAs as soon as feasible; monitor their status to ensure that routing is proceeding in a timely manner. In the event of EPAs needing departmental correction and re-routing back to payroll or late EPA arrival, be aware that Canopy will cancel all incomplete & unapproved EPAs on the 15th.

Monthly EPA Exceptions

Monthly actions effective 11.20.2017 through 12.15.2017 will require double entry in both the BPP and Workday systems. Payroll and HROE staff will do some of the double entry work on behalf of the department. *We strongly encourage departments to minimize use of the PAR (Payroll Action Request) during this time and wait to enter into Workday after Go Live.* Monthly actions available during this interim double entry time are limited to:

- new hire or rehire
- reclassification
- salary change
- transfer out / transfer in
- promote out / promote in

Other actions such as source of fund changes, annual term updates, % effort changes, name changes, adloc changes or terminations & retirements will need to be entered by the department directly in Workday after December 17th.

Please complete all fields of the PAR FORM and send it, along with the same attachments you would normally include with your EPA, to payrollprocessing@tamu.edu. The form must be signed by your normal final departmental EPA approver. If approval of another department or research entity is normally obtained, attach copy of an email or memo granting such authorization for audit purposes. The PAR form is attached and will be available on payroll's website soon.

Contact payrollprocessing@tamu.edu or call the Payroll Processing Team that services your department if questions or concerns about these issues are noted.

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TIP OF THE WEEK

Using Workday Job Aids

If you haven't visited "Workday Help" from the SSO menu, NOW is the time! Workday goes live on December 17. "Workday Help" features helpful information such as tutorials, FAQs and job aids. The Workday job aids can help employees, managers and HR Liaisons with dozens of processes that need to be executed in Workday; such as Request Time Off, Change Beneficiary, Manage Delegations, or Job Application. Visit "Workday Help" by logging on at SSO.tamus.edu and clicking "Use Workday". Check back each week for more information as we get closer to Go Live!

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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

HR LIAISON
NETWORK
MEETINGS:

TBD