



# HR LIAISON NETWORK NEWS

October 7, 2019 | Share the following information within your departments as appropriate.

**HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS**  
[Change to Hire and Onboarding Business Processes in Workday](#)  
[HR Liaison Network Fall Meeting 2019 Registration Now Open](#)  
[Campus Security Authority \(CSA\) Responsibilities](#)  
[Workday Services Education and Training: October Webinars](#)  
[Changes to Guardian – Please read](#)  
[Notice of upcoming TWC Civil Rights Division Audit](#)  
[Workday Update – Week of September 30, 2019](#)  
[Training Compliance Reports for October – As of October 1, 2019](#)

**PAYROLL SERVICES**  
[Pay Slip Review for New Fiscal Year](#)  
[FY20 Biweekly Pay Schedule Update](#)

**WELLNESS WORKS!**  
[Upcoming Events](#)

## PAYROLL REMINDERS

### October 7:

- #20-03 Current Timesheets, Workday BP Approvals, Lump Sum Payouts & PPRs due at 11:00am
- #20-03 Pay Calculation Results Report available at 12:00pm

### October 8:

- #20-03 Timesheets Locked; only Timekeepers can update
- Run Timekeeper Reports
- #20-03 Pay Calculation Results Report refreshed at 10:00am

### October 9:

- #20-03 BW Final Pay Calculation Results Report available at 2:00pm

### October 11:

- #20-03 Biweekly Pay Day

### October 16:

- Monthly **Retro** Business Process Approvals due at 5:00pm

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

## HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

### Change to Hire and Onboarding Business Processes in Workday

There has been a change to the *Hire* and *Onboarding* process that will go into production at the end of the day today (October 7).

The change is to eliminate the need for an HR Contact to trigger the *Edit Worker Additional Data* that starts the onboarding process for employees, and new onscreen text and reordered steps. The specific changes are noted further below.

Once the changes go into production, a newly initiated *Hire* event will be based on the new process configuration; **however, any in-progress Hire or Onboarding events could potentially require action by your users** as follows:

1. If the *Hire* event is overall in progress and has not yet moved to *Onboarding*, the new process will be used when *Onboarding* does begin; this means there will not be a *To Do* step to trigger the *Edit Worker Additional Data* questions. **In this case the HR Contact must nevertheless trigger the *Edit Worker Additional Data* questions without having a *To Do* step to prompt the action.**
  - a. Reminder: The Additional Data questions are required in order to enroll in direct deposit and determine eligibility for insurance and retirement benefits, as well as other federal or state compliance issues.
2. If the *Onboarding* event is in progress, the new process will not be used; this means the *To Do* step to trigger the *Edit Worker Additional Data* questions is still an inbox item or would already have been done. In this case, the HR Contact should verify the *To Do* step is present or the questions were already triggered to the employee.

The above described actions, and close monitoring by HR Liaisons will be necessary until all currently in-progress *Hire* events have moved through *Onboarding*. You can use the "*Business Process Transactions Awaiting Action*" report to specify *Hire*, leaving all other prompts blank, to get events that have passed the completion point but not yet to *Onboarding*.

Here are the specific changes being made in *Hire* and *Onboarding*:

- 1) Revised notification text to the employee about being a new hire, SSO and onboarding
- 2) Revised notification text to the HR Contact and Manager when onboarding tasks begin
- 3) Revised the *To Do* step for background check and selective service custom Other IDs to include editing the Mail Stop with more informative instructional text, and added an Edit Other ID action button
- 4) A new *To Do* step to the employee with instructional text to submit the inbox item to start onboarding
- 5) Required Additional Data questions route directly to the employee
- 6) Removed the *To Do* step to the HR Contact to start onboarding and trigger the Additional Data questions
- 7) Reordered the self-identification of veteran and disability statuses inbox items

Note: The business process history of the Additional Data questions will now be included in the *Hire* business process history, unless the questions are subsequently triggered for editing as a standalone process.

[Top](#)

### HR Liaison Network Fall Meeting 2019 Registration Now Open

Registration for the HR Liaison Network Fall Meeting is now open (held on October 22, 2019). **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.

[Top](#)

### Campus Security Authority (CSA) Responsibilities

Each year Texas A&M University (TAMU) must collect reports of certain criminal offenses from individuals designated as a Campus Security Authority (CSAs) under the federal Clery Act. Beginning October 14, 2019, Texas A&M will be designating Human Resources (HR) Liaisons as CSAs because HR Liaisons may have oversight or involvement in their department's employee disciplinary procedures including visibility to documented personnel disciplinary actions, personnel corrective actions, and other allegations or complaints. Once designated as a CSA, each HR Liaison will receive a TrainTraq assignment via email to complete required online CSA training (Course #2111844, Clery Act Guidelines for A&M System Campus Security Authorities) within 30 days.

HR Liaisons will receive an additional email by Monday, October 21, 2019, to describe your responsibilities as a CSA in more detail. Information will also be presented at the next HR Liaison Network meeting on Tuesday, October 22, where questions and concerns can be addressed.

[Top](#)

### **Workday Services Education and Training: October Webinars**

Please join us for the following Workday Services webinars in October! These events are open to all, but content will focus on the security roles listed with the webinar description.

#### **Workday Wednesday: Monitoring Business Processes | October 16, 2019 | 10:30-11:30am**

**Description:** This session will focus on helping your organization get the most out of Workday's functionality. Recruiting, hiring, and any other event in the employment lifecycle can be easier when you understand the business process framework. Discuss how to monitor the business process from start to finish, learn how to read business process definitions and utilize reports to provide further insight.

**Target Audience:** Business Process View Only and HR Partner roles

**Link to Meeting:** <https://tamus.webex.com/tamus/j.php?MTID=mda1a14c4939c485ab0b2ed1a7bc5c63f>

**Password:** Workday

**Dial in Audio:** 1-415-655-0003

**Access Code:** 928 118 181

#### **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:** <https://tamus.webex.com/tamus/j.php?MTID=mb627199aa4cc467c4dd357bd3173de72>

**Password:** Workday

**Dial in Audio:** 1-415-655-0003

**Access Code:** 926 594 793

[Top](#)

### **Changes to Guardian – Please read**

LawLogix will be updating their Guardian I-9 software on October 8 and has issued the following announcement.

*In LawLogix's effort to ensure our clients remain within the highest compliance standards available, we are implementing a new step within the E-Verify workflow. This change will release with our **October 8th** product update.*

*Organizations or individual locations that do not employ the use of E-Verify will not notice any change in the existing workflow.*

#### **What's Changing?**

*As per the latest E-Verify standards, organizations submitting copies of supporting documents to E-Verify must provide photos of the front and backs of certain items. **This will apply to the following verification documents:** U.S. Passport, U.S. Passport Card, I-551 Permanent Resident Card, and I-766 Employment Authorization Document.*

*Now when users select one of these items as verification documents, such as U.S. Passport in the example above, the document retention workflow will have two distinct **required** boxes for uploading **separate images** of the item: one for the ID page and another for the barcode page.*

[Top](#)

### **Notice of upcoming TWC Civil Rights Division Audit**

As a reminder, all employees (faculty and staff) must complete required training as per [System Regulation 33.05.02](#). We wanted to make you aware that Texas A&M University has received notice of an upcoming review which will take place on October 21 of personnel policies and procedural systems by the Civil Rights Division of the

Texas Workforce Commission (TWC). This review also includes a review of our compliance with required training on EEO, known at Texas A&M as the online course, "Creating a Discrimination-Free Workplace".

Attached is a list of employees out of compliance as of September 27 (list includes employees who might become out of compliance within the month of October). We are asking HR Liaisons to identify the employees within your designated responsibility who will be due to take the course on or before October 31, or who may already be past due, and ask them to take action now to complete this course.

[Top](#)

### **Workday Update – Week of September 30, 2019**

Workday Updates have been posted online. This week's updates and training changes include new Job Aids, Retired Job Aid, Video Help, WebEx Decks, new eLearning, and updated eLearning. Full details about these updates and information are found on the [Workday Weekly Updates webpage](#).

[Top](#)

### **Training Compliance Reports for October – As of October 1, 2019**

Attached is the monthly Required Employee Training Assignments Report for System-required employee training. Please check TrainTraq for pending assignments for your department's employees. If you have questions, please contact [pdinfo@tamu.edu](mailto:pdinfo@tamu.edu).

#### *Summary*

- The total number of past due assignments increased 22.8% from 1882 to 2312.
- The total number of past due employees increased 22.3% from 932 to 1140.
- The total number of past due Faculty employees increased 7.1% from 281 to 301.
- The total number of past due Budgeted Staff employees increased 55.3% from 161 to 250.
- The total number of past due Wage Staff employees decreased 31.8% from 258 to 176.
- The total number of past due Graduate Assistant employees increased 6.4% from 47 to 50.
- The total number of past due Student Worker employees increased 96.2% from 185 to 363.

#### *Required Employee Training Compliance Key Performance Measure*

- Percentage of employees in M Workstation ADLOCs up-to-date or current on five required courses:
  - Creating a Discrimination-Free Workplace, EEO – 97.5%
  - Ethics – 97.5%
  - Information Security Awareness – 96.2%
  - Orientation to the A&M System – 98.8%
  - Reporting Fraud, Waste and Abuse – 98.4%
  - Required Training for Athletics Task Workers – 85.9%

[Top](#)

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## **PAYROLL SERVICES**

### **Pay Slip Review for New Fiscal Year**

September 1, 2019, was the beginning of a new fiscal and benefit premium year. Please encourage your staff to check their most recent pay slip to ensure merit increases, cell phone or other allowances, benefit premium deductions, user service and/or parking fees, TDA or other retirement account options, and required withholding / COD orders are noted as expected. This is also a good time to review their current tax elections, update personal data and check that selected payment elections continue to meet their needs. Employees should contact their department HR Liaison or HR Contact if they believe their pay slip is not accurate.

[Top](#)

### **FY20 Biweekly Pay Schedule Update**

The [FY20 Biweekly Pay Schedule](#) has been updated; the update is dated 9.16.19 in the lower right corner. Please make sure you are referencing the current version when reviewing upcoming deadlines with timekeepers, managers and staff.

[Top](#)

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## WELLNESS WORKS!

Please share the following information with employees in your department.

WELLNESS WORKS!

### Upcoming Events:

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

The Division of HROE has partnered with the Texas A&M 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 [Employee/Retiree Registration form](#) (one registration form per covered family/household) AND the [Vaccine Consent form](#) (one consent form per person receiving the vaccine) found on our [website](#).

Dates, times, and locations subject to change.

- Thursday, October 10 (8:00am – 5:00pm) – Walk-in clinic, GSC 101 B&C
- Friday, October 18 (11:00am – 6:00pm) Drive-thru clinic, Fan Field Parking Lot
- Thursday, October 24 (8:00am – 5:00pm) – Rudder Exhibit Hall
- Friday, October 25 (12:00pm – 6:00pm) – HSC HPEB Building

- **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](mailto:Info@AssuredWW.com)

- **Grow Your Garden: Gardening Club**

*Presented by The Gardens at Texas A&M*

**Tuesday, October 15 | 11:30am – 1:00pm | [The Gardens Pavilion](#)**

WELLNESS WORKS! is excited to partner with The Gardens at Texas A&M to provide attendees with expert knowledge and hands-on gardening experience! The Gardens Manager and Texas Master Certified Nurserymen, Joseph Johnson, will lead this month's gardening topic, Water Your Yard Right! Save water, save money, and save your plants by learning the correct ways to water your Brazos Valley lawn. Proper water timing makes all the difference and automatic sprinklers require more knowledge than just "set it and forget it". We will also explore The Gardens' rainwater collection systems and talk about the benefits of setting up your own rain barrels.

Register for this event [HERE!](#)

- **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!](#)

[Top](#)



Division of Human Resources  
& Organizational Effectiveness

**QUESTIONS?** [HRnetwork@tamu.edu](mailto: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](http://employees.tamu.edu/liaisons)

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