



HR LIAISON NETWORK NEWS

October 8, 2018 | Share the following information within your departments as appropriate.

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

[Workday Update – October 4, 2018](#)

[Recruiting/Hiring Tips](#)

PAYROLL SERVICES

[Payroll Cost Transfer \(PCT\) Process](#)

[Pay Calculation Results for a Period Report Updated](#)

[Pay Slip Review for New Fiscal Year](#)

WELLNESS WORKS!

[Wellness Happenings for October](#)

PAYROLL REMINDERS

October 8:

- #19-03 Current Timesheets, Workday BP Approvals, Lump Sum Payouts & Supplements due at 11:00am
- #19-03 Pay Calculation Results for a Period Report available at 12:00pm

October 9:

- #19-03 Pay Calculation Results for a Period Report refreshed at 10:00am
- Run Timekeeper Reports
- Timesheets locked; only Timekeepers can update

October 12:

- Biweekly Pay Day

October 16:

- Monthly Retro business process approvals due at 5:00pm

[Processing Schedules](#)

[Payroll Reports](#)

[Payroll Processing Calendar Key](#)

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

Workday Update – October 4, 2018

The Workday Updates for October 4, 2018 have been posted online. This week's updates include changes to Absence Management and Staffing. Full details about these updates are found on the [Workday Weekly Updates webpage](#).

[Top](#)

Recruiting/Hiring Tips

To check the status of new hires, run the Onboarding Status Summary report. This report is sorted by supervisory organization and you use the highest supervisory org and check the box to include subordinate organizations. When you see a green dot with any percentage under the Onboarding Progress column and the Not Started and In Progress columns are empty, your new hire has completed Onboarding. When there is a red dot, the percentage is what has been completed. The tasks still awaiting initiation are listed under Not Started and the tasks currently being worked on are listed under In Progress.

When initiating the Hire process, please ensure the UIN of the new employee is listed in the comments section. This will keep the Hire process running successfully when the tasks go to the UIN partners.

Is my job requisition still posted? Hiring Managers and HR Liaisons can check the current posting status of any job requisition in their supervisory organizations. Use the Search Bar in the upper left hand corner of the Workday Screen

and type in the job requisition number (R-000000) and hit enter. Ensure your search included All of Workday (not just Common). Open the job requisition by clicking on the title. Go to the Job Posting tab. If the job requisition is currently posted, it will be listed with the Job Posting Start Date and End Date (if applicable). If there is nothing listed, click on the Historical tab and you can see when the job requisition was posted.

[Top](#)

PAYROLL SERVICES

Payroll Cost Transfer (PCT) Process

The PCT process is open for FY19. Only FY18 and FY19 payrolls will be able to be corrected by PCT process. Choose the FY for the payroll in the drop down menu. The PCT document will be FY19 and will post to FY19 accounts in FAMIS. For questions regarding payroll corrections previous to 9/1/17, please contact Martha Weeks at msweeks@tamu.edu for TAMU and TAMU-Galveston. For other agencies, contact your fiscal office.

[Top](#)

Pay Calculation Results for a Period Report Updated

The Pay Calculation Results for a Period report has been updated to include prompts for showing individuals who have either a Net Pay or Gross Pay of zero. Also, new columns are included to give the Job Profile and Annual Work Period on the position. More information regarding [Report Verification](#) is available on Payroll Services [website](#).

[Top](#)

Pay Slip Review for New Fiscal Year

September 1, 2018 was the beginning of a new fiscal & benefit premium year. Please encouraged your employees 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 departmental liaison or HR Contact if they believe their pay slip is not accurate.

[Top](#)

WELLNESS WORKS!

Please share the following information with employees in your department.

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
- **Eat Well, Be Well! Nutrition Series** - *Sports Nutrition for Everyday Athlete to Weekend Warrior* – Oct 9
- **Texas A&M University Employee Flu Vaccine Clinics** – Oct 17, 18, 24, 26 & Nov 8
- **Employee Health & Wellness Fair** – Nov 8

[Top](#)



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
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