



HR LIAISON NETWORK NEWS

September 10, 2018 | Share the following information within your departments as appropriate.

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PAYROLL REMINDERS

September 6:

- #19-01 **RETRO** Timesheets & Workday Retro Approvals due at 5pm

September 10:

- #19-01 Current Timesheets, Workday BP Approvals, Lump Sum Payouts & Supplements Due at 11am
- #19-01 Pay calculation Results Report available at 12pm

September 11:

- Timesheets locked; only Timekeepers can update
- Run Timekeeper Reports
- #19-01 Pay Calculation Results Report refreshed at 10am

September 14:

- Biweekly Pay Day

September 17:

- Monthly **RETRO** business process approvals due at 5pm

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HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

CRITICAL INSTRUCTIONS: New Hire Open Enrollment Event

All new hires are receiving an Open Enrollment event in Workday. In addition, their new hire event is being cancelled. HR Liaisons should instruct their new hires NOT to complete the Open Enrollment event that comes in their Workday Inbox. If an employee receives an Open Enrollment event as a result of being newly hired, the steps below should be taken **prior** to contacting Benefit Services:

- Step 1: Complete the Benefits Onboarding questions
- Step 2: Complete any and all outstanding Workday Inbox items
- Step 3: Check to see if an email was sent to the employee with instructions to enroll from Benefits Services. If the employee did not receive an email from Benefit Services with instructions, proceed to Step 4.
- Step 4: Call Benefit Services at 979.862.1718
 - If you were hired on September 1st or September 2nd, your benefit effective date will be on November 1, 2018. – **YOU WILL NEED TO COMPLETE THE BENEFIT ENROLLMENT EVENT IN YOUR**

WORKDAY INBOX. WORKDAY WILL AUTOMATICALLY ENROLL YOU IN THE CORRECT EFFECTIVE DATE.

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Last Day For Open Enrollment Changes or Corrections

The last day for Open Enrollment corrections will be Friday, September 14, 2018. Failure to call Benefits Services before the close of the business day at 5pm CST to make corrections will result in employees having to keep their current elections until the next plan year.

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New Flexible Spending Account (FSA) Vendor, Navia

Starting **September 1, 2018**, we have a new vendor called Navia and the Health Care maximum contribution limit has been increased to **\$2,650** for FY19 per the IRS guidelines (previously \$2,600). You should receive a new card to use for this year's elections.

- **Health Care FSA** - Can be used for qualified medical, dental and vision products or services performed (i.e. co-pays, co-insurances) by medical professionals to diagnose, treat or prevent diseases for you and your family. May NOT be used for cosmetic purposes. Can be used for over the counter medications when there is an RX on file for that item.
- **Dependent Care FSA** - elections are only for dependent children ages 13 and under and seniors (i.e. parents) living in your household for expenses such as daycare services and day camps etc. Dependent FSA limit remains at \$5,000 per the IRS guidelines
- **Registering on the website:** To [register](#) for online account access you will be requested to provide the following information:
 - Last Name, First Initial
 - E-mail Address
 - Employer Code: A&M
 - Last four digits of your social security number/employeeID
 - Date of Birth
 - Choose a User Name
 - Answer three security questions

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Workday@tamu.edu Shared Email Account Decommissioned Effective 10/1

As you may recall, HROE recently migrated shared email boxes to a ticketing system to help manage inquiries as well as improve communication and services. With this transition, effective **October 1, 2018**, the Workday and HSC email addresses will be **decommissioned** (workday@tamu.edu and hschr@exchange.tamu.edu). If you have a Workday or HSC HR inquiry, please send it to the appropriate HROE department directly. Please consult this [job aid](#) which provides sample inquiry types to help identify which department and shared email address to use. Inquiries sent to the incorrect shared email address will automatically be reassigned to the appropriate department by HROE staff.

To further enable timely service, please keep in mind the following:

- Address your email to only one department and include the **'Inquiry Type'** in the subject line.
- Please do not copy multiple departments (cc) as this may delay a response (multiple departments will have to coordinate who is responding).
- Once the ticket is closed, please do not respond back with **'thank you'** – it reopens the ticket.

Questions regarding the ticketing system may be directed to HR-feedback@tamu.edu.

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Workday Update - September 6, 2016

- Compensation (Manager, HR Contact)
 - The following One-Time Payment Plans have been inactivated as of 8/31/2018; payments to employees for additional work can use available generic One-Time Payment Plans or make use of Primary Job or Additional Job as appropriate
 - Intramural Officiating
 - Game Attendant
 - Professional Services – Medical Students
 - Special Programs
 - Recreation Sports Programs
 - Co-Pilots

- Athletic Consulting
- Tactical Officer – Corps of Cadets
- Student Health Center – Radiology Reading
- Student Media Task Services
- Testing Specialist
- Military Pay
- Photography Services
- Blogger
- Performance and Goals (Employee, Manager, Talent Analyst)
 - The Manage Goals business process has been updated for employees to have an opportunity to review goals edited by a manager
 - Talent Analyst security role now has access to the Performance Review Acknowledgment Audit Report
 - Manager and Talent Analyst security roles will no longer receive notifications when goals are canceled, denied, corrected or rescinded
- Recruiting (HR Contact, Recruiting Coordinator)
 - Government IDs and Personal Information steps have been removed from the Ready for Hire business process to streamline the recruiting process
 - Notification to the Manager, once the Ready for Hire business process has completed, has been eliminated
 - Candidates can now be moved from any requisition to any other requisition
- Reporting (HR Contact)
 - The Business Process Transactions Awaiting Action report now has prompts
- Staffing (I-9 Processor)
 - Reordered TO DO Complete Form I-9 Section 3 to after Hire business process completion; supporting security roles can access former worker's completed Form I-9 in Workday
 - Edited the hourly frequency-hours to be 2080 for Fiscal Year 2019 hours (2088 hours for FY 2018); the frequency-hours are used in the Annual Budgeted Salary – TAMUS report available on the Worker Profile Compensation tab
- Talent (Absence Partner)
 - The Manage Certifications business process was updated so that when an absence certification is added by an Absence Partner security role it approves upon submission and does not route to the Manager for approval; the TO DO step related to providing proof of certification was also removed for these instances

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Job Aid Changes

With the move to Workday 31, all job aids have been updated; please refer to the *Use Workday* section in [Workday Help](#) for the latest versions. Significant revisions were made to the Graduate Fellow and Surviving Dependent job aids and a separate job aid for onboarding a graduate fellow is in the works. In addition, a new version of the Working in Workday course is now available in the *Learn Workday* section. Enhancements include improved functionality, audio and closed captioning. Please continue to visit [Workday Help](#) for updated resources.

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Recruiting/Hiring Tips

1. If a position has an open Job Requisition with active recruiting activities, **please do not initiate a separate Hire Process** to hire a new employee. The Recruiting Process in Workday includes initiation of the Hire Process and does not need to be initiated manually.
2. Workday Recruiting allows flexibility when moving candidates through various stages in the process. Please keep in mind that after the initial review of a candidate, all further movements of that candidate should be done using the Workday Inbox.

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PAYROLL SERVICES

IMPORTANT New Multi-Purpose Payroll Payment Request Form

With the transition to Workday, a number of forms your department used to request payment have become obsolete and have been removed from the Payroll website. Most payment requests and taxation of non-salary compensation actions are now entered by departments directly in Workday using the one-time payment or compensation business process. For specific payment requests and certain taxation of non-salary items, we now have available one new multi-purpose form titled [Payroll Payment Request](#). The form is to be used for Death Benefit payouts, Vacation/Holiday Leave lump sum payouts, FLSA Comp Time payouts, Emolument exception requests, and *miscellaneous payments*

after prior consultation with Payroll Services. For more information on payments requested using the old forms click the [Workday Tools](#) on the Payroll website.

NOTE: Missed Regular Salary or Regular Hours are NOT paid using the Payroll Payment Request instead Workday will provide Payroll the information during the retro process each biweekly & monthly pay calculation. Payroll will add the payment to the employee's appropriate pay cycle. The Workday Retro process works for all timesheets/business processes completed and approved by the set deadlines. Use of the new form is immediately required. Please contact your Payroll Processing Team if you have questions at payrollprocessing@tamu.edu

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Payroll Processing Calendar Key

Have you ever wondered what the various items listed on our payroll processing calendars mean? If so, we have your answers on our new **Payroll Processing Calendar Key**. The key is divided between biweekly payroll and monthly payroll to give you a clear picture of the due dates and deadlines associated with each. A copy of the key is attached to this email and will soon be loaded on our website in the Workday Tools section. Please share with others in your department.

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Save For Summer

If an employee is currently enrolled in the Save for Summer program no action is required on their behalf. They have been automatically re-enrolled effective September 1, 2018. Deductions will be made from the employees check September 1, 2018 – May 31, 2019. Enrollment will continue automatically for the following academic school years until the participant makes a change or cancel.

If an employee cashed out and ended their enrollment in Save for Summer during the period of September 1, 2017 thru May 31, 2018 and would like to enroll for the new academic school year of September 1, 2018 thru May 31, 2019 they will need to complete and submit a new Save for Summer Authorization form.

Participants are encouraged to review the deduction amount on their payslips to verify the amount being deducted is what they will need. If the participant would like to change the amount of their deduction they will need to complete and submit a new Save for Summer Authorization form.

The new Save for Summer Authorization form is available on the Payroll Services website and can be used to enroll, change the deduction amount or cancel your enrollment in the Save for Summer program. The form is available online at <https://payroll.tamu.edu/resources/save-for-summer/>

Please direct any questions you may have to payroll@tamu.edu

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WELLNESS WORKS!

Please share the following information with employees in your department.

Eat Well, Be Well! Nutrition Workshops

Presented by Registered Dietician, Meghan Windham

Beginning Tuesday, September 11 & Ending Tuesday, October 16 | 11:30am - 12:30pm | GSC Room 101A

WELLNESS WORKS! invites you to join us as Registered Dietician, Meghan Windham, presents six different nutrition workshops. The *Eat Well, Be Well* series has been developed to teach adults the importance of nutrition in all aspects of life. You will not want to miss the information and strategies that Meghan Windham will share with the series participants! *Participation in all six workshops is not required.* Additional information including registration details is available on [our website.](#)

[our website.](#)

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FREE Financial Counseling On Campus

Presented by TIAA Financial Group

Tuesday, September 11 & Wednesday, September 12 | 8:30am – 4:30pm | GSC 1203

Both Lincoln Financial and TIAA offer Texas A&M employees FREE, 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 health! RSVP for your meeting:

[RSVP with a Lincoln Financial Consultant](#)

[RSVP with a TIAA Financial Consultant](#)

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A blue graphic with a white mountain-like shape at the top, containing the text "WELLNESS WORKS!" in white capital letters.

Three Investing Basics to Enhance Your Financial Wellbeing

Presented by Lincoln Financial Group

Tuesday, September 18 | 2:30pm - 3:30pm | GSC Room 101A

WELLNESS WORKS! and Lincoln Financial Group invite you to join us for a workshop to learn important investment skills that will enhance your long-term financial wellbeing! There are many benefits to investing early including developing financial discipline. Learn about fundamental investing concepts that can help you prioritize savings and guide you on the path to achieving a better future retirement outcome. Join us to learn more about:

- Asset allocation
- Diversification
- Rebalancing

To attend this live event [register here](#) or [access the live video stream here](#).

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Age WELL Brazos! – A Health & Wellness Event

Presented by Center for Population Health and Aging

Wednesday, September 19, 2018 | 10:00am – 2:00pm | Brazos Center

Join the Center for Population Health and Aging for the premier healthy aging event in the Brazos Valley. This event will include expert panelists, fall prevention activities, Diabetes self-management tips, Chronic Disease interventions, physical activity demonstrations and general tips for aging well. For more information, contact healthysaging@tamhsc.edu.

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Save the Date - 2018 Texas A&M University Employee Flu Vaccine Clinics

HROE has partnered with the Texas A&M Health Community Clinic, the colleges of Medicine, Nursing, and Pharmacy, and the HSC Office of Interprofessional Education & Outreach to offer flu vaccine clinics for any Texas A&M System employee, their eligible dependents, and retirees **who are covered under the A&M Care plan (Blue Cross Blue Shield of Texas)**. No outside insurance will be accepted at this year's onsite flu vaccine clinics. A tentative schedule is listed below.

- October 17 (3:30pm - 5:30pm): Walk-in Flu Vaccine Clinic, Health Professions Education Building (HSC)
- October 18 (11am - 5:30pm): Drive-thru Flu Vaccine Clinic, Fan Field Parking Lot off Research Parkway
- October 24 (7:30am - 5:30pm): Walk-in Flu Vaccine Clinic, Memorial Student Center
- October 26 (7:30am - 5:30pm): Walk-in Flu Vaccine Clinic, General Service Complex
- November 8 (11am - 3pm): Walk-in Flu Vaccine Clinic, Employee Health & Wellness Fair at the Student Rec Center

Additional instructions and information will be forthcoming. For the most up-to-date information related to these clinics, please visit wellness.tamu.edu.

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Division of Human Resources
& Organizational Effectiveness

Questions? HRnetwork@tamu.edu | 979.862.4153 | 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

[View the
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