



HR LIAISON NETWORK NEWS

September 16, 2019 | Share the following information within your departments as appropriate.

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PAYROLL REMINDERS

September 16:

- Monthly Pay Calculation Results Report refreshed at 10:00am
- Monthly PPRs & Lump Sum Payouts due at 11:00am

September 17:

- Monthly Pay Calculation Results Report refreshed at 10:00am
- Current Monthly BP Approvals due at 5:00pm

September 18:

- Monthly Pay Calculation Results Report refreshed at 10:00am

September 19:

- Monthly Final Pay Calculation Results Report available at 2:00pm
- #20-02 **Retro** Timesheets and Workday Retro BP Approvals due at 5:00pm

September 23:

- #20-02 Current Timesheets, Workday BP Approvals, Lump Sum Payouts & PPRs due at 11:00am
- #20-02 Pay Calculation Results Report available at 12:00pm

[Payroll Processing Calendar Key](#)
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HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

Defect in Workday 33 - Change Job Business Process

HROE has been made aware that there is a defect in the Workday 33 release for the *Change Job* business process. Since the service update on September 7, 2019, when a *Change Job* transaction has a position change to transfer the employee from one position to another, the values in the *Job Details Additional Job Classifications* do not appear in the *Change Job* event details once the transaction is completed. The additional job classifications

do appear, as expected, in the worker profile. The Correcting function is not usable if the additional job classifications submitted during the *Change Job* event are wrong and need to be corrected. As a reminder, *Additional Job Classifications* are used to override the job classifications that default from the job profile so that it is a different value for the employee in the position, e.g. Longevity Pay, Exposure Risk Training.

Workaround: The user must rescind the *Change Job* event and initiate it again with the intended values for additional job classifications.

Updates will be available [here](#) as soon as Workday provides more information or a solution.

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Workday for HR Liaisons Training

All HR Liaisons, new and established, are encouraged to complete the available *Workday for HR Liaisons* training provided by HROE's Professional Development Department. Content ranges from the everyday tasks of working with supervisory organizations and worker history to the more detailed business processes that impact employee benefits and pay if not completed correctly. To view course descriptions, schedules and register for the following sessions, please visit [TAMU Workday Training](#).

- 2113774 – *Workday for HR Liaisons: Essentials*
- 2113776 – *Workday for HR Liaisons: Create Job Requisition*
- 2113781 – *Workday for HR Liaisons: Edit Position Restrictions and Position Reclassification*
- 2113775 – *Workday for HR Liaisons: Enter Time Off & Absence*
- 2113780 – *Workday for HR Liaisons: Identify Worker Type and Create Position*
- 2113783 – *Workday for HR Liaisons: Internal Promotion, Transfer or Demotion*
- 2113784 – *Workday for HR Liaisons: Job Changes*
- 2113778 – *Workday for HR Liaisons: Onboarding Process*
- 2113729 – *Workday for HR Liaisons: Performance Review*
- 2113777 – *Workday for HR Liaisons: Recruiting Process*
- 2113782 – *Workday for HR Liaisons: Request Compensation Change versus One-Time Payment*

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HR Liaison Tools for Success

HR Liaisons play an important role in their respective department(s). To ensure your success as an HR Liaison, HROE provides many tools and resources focused on the HR Liaison role. Please be sure to take advantage of these resources on a continuous basis.

- HR Liaison Network News (weekly) / [HR Liaison Network News Archive](#)
- [HR Liaison Training](#) (register in [TrainTrag](#))
 - Foundational Courses (required of all HR Liaisons)
 - 2113629 – HR Liaison: Organizational Consulting & Resolution Management Overview (Classroom)
 - 2112540 – Performance Management: Supervisory Best Practices (Classroom)
 - 2111242 – Fostering Respect in a Diverse Workplace (Classroom)
 - 2113707 – HR Liaison: Benefits Overview (Classroom)
 - 2112304 – Hiring Supervisors: Strategies for New Employee Success (Online)
 - 2112756 – Comp Time Issues for Supervisors (Online)
 - Functional Courses (required based on Workday security role access)
 - 2113708 – HR Liaison: Leave Policies and Procedures (Classroom)
 - 2113709 – HR Liaison: Family Medical Leave Act (FMLA) and Americans with Disabilities Act (ADA) (Classroom)
 - 2113710 – HR Liaison: Workers Compensation Policies & Procedures (Classroom)
 - 2113628 – HR Liaison: Position Descriptions and Hiring Procedures (Classroom)
 - 2113630 – HR Liaison: Fair Labor Standards Act – FLSA, Working Hours (Classroom)
 - 2113632 – HR Liaison: Paying Employees in Workday (Classroom)
 - 2112731 – Nonresident Alien Tax Issues and the Glacier Processing System (Online)
- [Workday for HR Liaisons Training](#)
- [HR Liaison Network Meetings](#)
 - Fall 2019 – October 22, 2019
 - Spring 2020 – TBA
 - Summer 2020 – TBA
- [Who to Contact in HROE?](#)

If you have questions regarding these resources or the HR Liaison Network, please contact HRNetwork@tamu.edu.

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Updated Benefit Resources Available

The 2019-2020 version of the [New Employee Benefit Enrollment](#) booklet and the [Employee Benefits Guide](#) are available on the [Benefit Services](#) website. Please be sure to share this information with all new employees during the Onboarding process and any current employees that have general benefits-related questions.

Upcoming Benefit Sessions

[New Employee Benefits Orientation Sessions](#)

September 25

[TRS Workshop / ORP Workshops](#)

September 19 (TRS)

September 26 (ORP)

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Onboarding Resources for HR Liaisons and New Employees

Onboarding is an interactive process between an HR Liaison and new employee. The process includes Workday tasks as well as the sharing of information specific to the department. Remember, Workday inbox items depend on various characteristics of both the employee and the position. As you work with your department's new employees, please use the following resources to ensure a smooth and welcoming Onboarding process.

- [Onboarding Processes by Security Role Reference Guide](#) – available in Workday Help (Education > User Guides > Reference Guides); describes the tasks assigned to the HR Contact, Employee and the various Partner roles
- [Onboarding Job Aid](#) – available in Workday Help (Education > User Guides > Job Aids); describes the Onboarding process in Workday from the Employee perspective; includes screenshots of the Workday inbox items delivered to the new employee
- [Human Resources & Organizational Effectiveness website](#)
 - [Who to Contact in HROE](#) resource available on the HROE homepage provides a list of email contacts encompassing various inquiry types
- [Benefit Services website](#) – important information regarding available benefit programs
 - [New Employee Benefits Enrollment](#) – tips for HR Liaisons and benefits-eligible new employees including the SGIP eligibility chart FY2020
 - [Employee Benefits Guide](#) – comprehensive benefits package overview
 - [New Employee Benefit Enrollment booklet](#) – instructions for benefits-eligible employees to add dependents and make benefit elections in Workday
- [Payroll Services website](#) – payroll processing calendars and pay schedules
- [New Employee Welcome \(NEW\) Session](#) – register in TrainTraq
- [New Hire Benefits Orientation](#) – register in TrainTraq
- [Onboarding Status Summary](#) – Workday report; HR Liaisons should be running the report frequently to ensure the Onboarding process is completed in a timely manner

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New Disclosure of Employment of Relatives Process (Nepotism)

Because HR Liaisons will play an important role in the new Disclosure of Employment of Relatives Process, we are providing you advanced notice that an email will be distributed to all University employees regarding the disclosure process. A campus email notification had been scheduled for this week, but it has been delayed. In the meantime, HR Liaisons should familiarize themselves with the new disclosure process and form. Additional information regarding the process including FAQs and a flowchart can be found on our [website](#).

Questions regarding this process should be directed to ocrm@tamu.edu or to 979.862.4027.

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Hiring – UIN's & I-9's

Hiring activity increases at the beginning of the semester, meaning the volume of transactions in Workday increases. To help expedite the hiring process, please remember to do the following:

1. Include the UIN, Full Legal Name and Guardian Pay Sequence in the comments section when initiating the Hire Process.

2. Complete section 1 of the I-9 in Guardian no later than the date of hire and section 2 no later than 3 business days after the date of hire. If you need assistance to determine whether a new I-9 or Section 3 is needed, please see the [I-9 website](#).

Email questions and/or requests for assistance to uin-i9@tamu.edu.

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Eligible for Rehire

The Termination business process in Workday includes a required field to indicate whether or not the individual is *eligible for rehire*. If you answer 'No' the individual will not be considered for future employment within the A&M System. This option is sometimes associated with involuntary terminations. Please be sure to consult with [OCRM](#) prior to processing an *involuntary termination* on a Staff or Student Worker. Otherwise, please select 'Yes' in the eligible for rehire field.

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PAYROLL SERVICES

Importance of Selecting the Right Effective Date for Transfers from other System Members

Please remember to use the first day of the pay period as the effective date when transferring employees in and out from other system members (when possible). For biweekly paid employees, this requires making the transfer date a Sunday instead of Monday. For monthly paid employees, this requires making the transfer date the 1st of the month even though it may be a Sunday because Sunday is the first day of the pay period.

The employer portion of the employee's insurance is posting to the default account as a result of not making the transfer effective with the first day of the pay period (the employer portion of the employee's insurance is always charged to where the employee worked first during the pay period). As a reminder, payroll posting to the default account will need to be corrected with a payroll correction (PCT). This issue can be avoided if the right effective date is chosen. We appreciate your cooperation and understanding.

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WELLNESS WORKS!

Please share the following information with employees in your department.

Wellness Happenings for September

Check out our monthly newsletter [here](#)!

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Upcoming Events

- **Save the Date - 2019 Employee Health & Wellness Fair**
Presented by WELLNESS WORKS!
Tuesday, October 1 | 9:00am – 4:30pm
[Student Recreation Center](#) (South Entrance Near Olsen Field)
Bus route #8 "[Howdy](#)" or park in [Lot 100J](#) behind Rec by Olsen Field

Join us for the 2019 Texas A&M University Employee Health & Wellness Fair hosted by *WELLNESS WORKS!*. The fair will be a come and go, conference-style event with three keynote sessions throughout the day and multiple breakout sessions focused on a variety of topics including mindfulness, musculoskeletal wellness, and positive change.

Additionally, the fair will feature:

- A vendor exhibit hall with various wellness-related booths
- Flu Vaccine Clinic & Health Screenings
- Blood Drive
- Airrosti Pain & Injury Assessments
- Attend mindfulness meditation and yoga sessions
- Attend presentations on various health topics and innovations in wellness
- Amazing prizes (*valued at \$50+*)



Visit [our website](#) for additional updates about the fair and registration for keynote and breakout sessions!

- **Save the Date – 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). Dates, times, and locations subject to change. Watch your email for more information about the clinics!

- Tuesday, October 1 (1:00pm – 5:00pm) – Walk-in clinic, Employee Health & Wellness Fair at the Rec Center: Room 1130
- 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

- **Chronic Pain Self-Management Workshop Series (6 Week Commitment)**

Presented by Center for Population Health and Aging

Beginning Monday, October 7

Ending Monday, November 18 1:00pm – 3:30pm | [GSC 101B](#)

Class will NOT meet on October 28

REGISTER at cauley@sph.tamhsc.edu

No charge to attend. Workshops meet for six weeks every Monday for about 2.5 hours. Plan to attend all six sessions and bring your lunch! Participants will learn:

- Techniques to deal with problems such as frustration, fatigue, isolation, and poor sleep
- Moving easy exercise and nutrition for maintaining and improving strength, flexibility, and endurance
- Appropriate use of medications
- Problem solving and action planning for improved health
- Pacing activity with rest
- Communicating effectively with family, friends, and health professionals

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ANNOUNCEMENTS

HROE Staff Out of Office on Thursday, September 19 from noon to 5 pm

All staff in the Division of Human Resources and Organizational Effectiveness (HROE) will be out of the office attending a staff retreat on Thursday, September 19 from noon to 5 pm. The HROE office in GSC Suite 1201 will be open and student assistants will be available at the front desk to answer basic questions, take messages, and collect packages. All emails/calls will be returned the following business day or soon after. If you have an urgent matter and/or need immediate assistance on September 19, please call 979.845.4141. Please mark your calendars and plan ahead for assistance you may need from any of our departments. We will resume normal business hours on Friday, September 20.

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Save the Date – HR Liaison Network Fall Meeting

General Services Complex, 101A,B,C

Tuesday, October 22 - morning session (8:30 – 11 am) and afternoon session (1 – 3:30 pm)

This meeting will be made available to liaisons at remote campuses outside of the Bryan/College Station area through videoconferencing or a recorded link. Additional details coming soon.

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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/liaisons

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