



HR LIAISON NETWORK NEWS

September 17, 2018 | Share the following information within your departments as appropriate.

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PAYROLL REMINDERS

September 17:

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

September 18:

- Monthly Pay Calculations Results Report available at 12pm

September 19:

- Monthly Pay Calculations Results Report refreshed at 10am

September 20:

- Monthly Pay Calculations Results Report refreshed at 10am
- Monthly Lump Sum Payouts & Supplements due at 11am
- #19-02 **RETRO** Timesheets & Workday Retro Approvals due at 5pm

September 21:

- Monthly Pay Calculations Results Report refreshed at 10am
- Currently Monthly Workday BP Approvals Due at 5pm

September 24:

- Monthly Pay Calculations Results Report refreshed at 10am
- #19-02 Current Timesheets, Workday BP Approvals, Lump Sum Layouts & Supplements due at 11am
- #19-02 Pay Calculations Results Report available at 12pm

[Processing Schedules](#)

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HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

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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Workday Updates and Training Changes

The Workday Updates have been moved to an online format. This week's updates include changes to Absence Management, Compensation, Security, and Staffing. There has also been Workday Training Changes to the Hire Job Aid and a list of what is in the works. More information about these updates and changes can be found [here](#).

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PAYROLL SERVICES

Payroll Services Recent Website Updates

The [Useful Reports](#) link in Workday Tools has been updated.

[Payroll Payment Request](#) form has been added

[Payroll Processing Calendar Key](#) has been added

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Business Process Comments

Before Workday, departments were required to complete the Explanation / Justification section of their EPA's. With Workday, we are noting that many departments have dropped adding similar comments when they initiate most business process. Payroll Services staff frequently investigate pay problems; the lack of comments, especially in the Change Job process, means we will either have to contact your department to obtain additional information or email HROE staff for clarification. It then takes longer for us to reply to your concern. Please remember to add comments; it is greatly appreciated.

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Workday Pay Result Known Gaps

- Work period extensions that do not include a compensation change don't get picked up by the retro process for payment to the employee.
- Monthly new hires effective late in a month are not always caught by the Workday retro process nor do they appear on payroll services reports.

It is incumbent on departmental staff to monitor their Pay Results reports to catch these issues before paycalc.

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Communication Allowance – FY19

The process to remove the end/stop date on all active employees currently receiving a communication allowance in Workday has been completed. No action is required of the department to renew the allowance payment unless the allowance needs to be stopped. Departments are encouraged to run the "Compensation Plan Allowance Assignments with Academic Pay Period – TAMUS" to confirm everyone that should be receiving an allowance payment is listed.

Editing a Communication Allowance:

If an employee has a Cell Phone Service Allowance and you need to make a change to their communication allowance a Request Compensation Changes will need to be processed. You will follow the same process outlined in the "Request Compensation Change for Communication Allowances" job aid, but instead of clicking the Add button under Allowance you will click on the "Pencil" button. This will allow you to edit the allowance.

Deleting a Communication Allowance:

If an employee has a Cell Phone Service Allowance with an end date the allowance will automatically be stopped on that date. If the end date is blank or you need to delete the Cell Phone Service Allowance prior to the end date follow the process outlined in the "Request Compensation Change for Communication Allowances" Workday job aid, but instead of clicking the Add button under Allowance you will click on the 'X' button. This will delete the allowance.

Adding a Communication Allowance:

To add a Cell Phone Service Allowance to an employee follow the process outlined in the "Request Compensation Change for Communication Allowances" Workday job aid.

The Guidelines and Job Aid for making changes to an employee's Communication Allowance can be found at <https://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

Tuesday, September 18 | 11:30 am - 12:30 pm | General Services Complex Room 101A



WELLNESS WORKS! invites you to join us as Registered Dietician, Meghan Windham, presents *Chronic Disease Prevention & Management*. The diagnosis of a chronic illness can be scary. This workshop will explain nutrition strategies to prevent and manage the most common chronic illnesses including Heart Disease, Diabetes, High Cholesterol, Gastrointestinal Disease, Irritable Bowel Syndrome and Eating Disorders.

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

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Wellness Happenings for September

Check out the WELLNESS WORKS! monthly newsletter [here](#)! This month's newsletter includes recommendations for healthy eating patterns, parenting resources, upcoming wellness events information and more.

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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

A rectangular button with a yellow top section and a grey bottom section. The text "View the HR Liaison Network News Archive Online" is centered in the grey section, with "HR Liaison Network" and "News Archive Online" in red and underlined.