



HR LIAISON NETWORK NEWS

September 18, 2017 | Share the following information within your departments as appropriate.

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

[Classification & Compensation Website Update](#)
[Division of HROE Staff Retreat on Thursday, September 28](#)
[Workday Business Process Demonstrations](#)

WORKDAY

[Workday eLearning Training Assignments](#)

WELLNESS WORKS!

[Lunch & Learn: Airrosti Rehab Centers - We've Got Your Back](#)
[Complimentary Pain & Injury Assessments](#)
[Flu Vaccine Clinics in October](#)
[Employee Health & Wellness Fair – Mark Your Calendars Now!](#)

PATHWAYS PERFORMANCE MANAGEMENT

[Preparing to Close the 2016-2017 Performance Management Program in PATH](#)

PAYROLL SERVICES

[Employee Location and Check Distribution](#)
[Recurring Supplemental Pay](#)

TIP OF THE WEEK

[Explore Your Brighter Workday](#)

PAYROLL REMINDERS

- September 18:
- Electronic BVDs available
- September 19:
- Electronic BVDs due at 4pm
 - Biweekly EPAs due at noon
- September 20:
- PPRs print
- September 21:
- PPRs available online
- September 22:
- Monthly PVDs available
- September 25:
- Supplements due at noon
 - Uploads due at 1pm
 - TimeTraq due at 4pm

[Processing Schedules](#)
[Payroll Reports](#)

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

Classification & Compensation Website Update

Classification and Compensation has recently updated and reorganized materials on the [website](#) to increase the ease with which liaisons, managers, and employees can find relevant resources. Information is now more easily accessible by service area, such as Job Changes (creating new positions, reclassifications, etc.), Compensation Changes (flexible compensation programs, other salary changes), Titles & Salaries, Fair Labor Standards Act information, and newly updated Resources which includes links to forms, information, and rules. We hope you find these improvements helpful to answer your most common questions and effectively meet your compensation information needs.

For any additional assistance, Classification & Compensation always urges staff to email or call us at hrcomp@tamu.edu and 979.845.4170.

[Top](#)

Division of HROE Staff Retreat on Thursday, September 28

All staff in the Division of Human Resources and Organizational Effectiveness (HROE) will be out of the office attending a retreat on Thursday, September 28. 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. If you have an urgent matter and/or need immediate assistance on September 28, 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 29.

[Top](#)

Workday Business Process Demonstrations – Access Extended to September 29

Dushyant Shama of Deloitte Consulting recently facilitated two Workday business process demonstrations. If you were unable to participate, you now have an opportunity to view the recorded WebEx sessions through September 29.

HR Liaisons are asked to remember that the [statement of responsibility](#) which was completed during the HR Liaison designation process is in effect while viewing the WebEx sessions. These sessions should not be made available outside the HR Liaison Network.

Wednesday, August 23, Workday Sandbox recording - <https://vimeo.com/231117996/00b99ba2b1>

Thursday, August 24, Workday Sandbox recording - <https://vimeo.com/231119766/f42d7210b0>

Q&As from these sessions will be made available soon.

[Top](#)

Workday Resources Updated

HR Liaisons are encouraged to review the new resources available on the HR Liaison portion of Workday & You at employees.tamu.edu/workday/workday-hr-liaisons/. The resources include Workday security role assignments, conditional routing and business processes.

[Top](#)

WORKDAY

Please share the following information with ALL employees, including student employees. Workday will replace many of the current Single Sign-On applications in DECEMBER 2017.



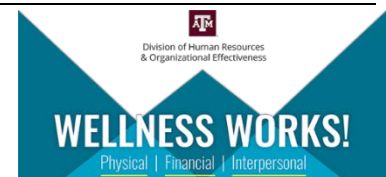
Workday eLearning Training Assignments

Workday eLearning general awareness assignments have been made in TrainTraq for Core HR/Payroll Partners, HR Departmental Processors/Liaisons and Managers (supervisors). To access the courses, login to Single Sign-On (sso.tamus.edu) and select TrainTraq. If you did not receive any training assignments, but would like to learn more about Workday, you can select the Course Catalog tab in TrainTraq and search for *Workday* to see the available courses.

[Top](#)

WELLNESS WORKS!

Please share the following information with employees in your department.



Lunch & Learn: Airrosti Rehab Centers - We've Got Your Back

Friday, Sept. 29 | 11:30 a.m. – 1:00 p.m. | General Services Complex, 101A

Join Airrosti for an educational and interactive workshop where you'll learn simple, proven techniques to increase flexibility and strengthen your back and core - helping you **eliminate back pain and prevent future injuries**. Please wear pants/flexible clothing to perform the exercises. [Click HERE to register \(Space is Limited\)](#). Light lunch provided.

[Top](#)

Complimentary Pain & Injury Assessments

Friday, September 29 | General Services Complex Room 101B

If you're currently suffering from pain or an unresolved injury, [register](#) for a complimentary 15-minute assessment with Airrosti. Learn how Airrosti can quickly eliminate back, neck and other chronic pain or acute injuries without surgeries, pharmaceuticals, or injections.

[Top](#)

Flu Vaccine Clinics in October

All A&M employees and their dependents as well as retirees are encouraged to get a flu vaccine to help fight off the flu bug and stay healthy throughout flu season. To help provide protection against the flu virus, Benefit

Services & *WELLNESS WORKS!* are sponsoring flu vaccine clinics at various locations during the month of October. See schedule below.

- **October 4 (7:30 a.m. - 5:30 p.m.):** Walk-in Flu Vaccine Clinic, General Service Complex
- **October 5 (7:30 a.m. - 5:30 p.m.):** Walk-in Flu Vaccine Clinic, Koldus Building
- **October 12 (7:30 a.m. - 5:30 p.m.):** Drive-thru Flu Vaccine Clinic, Fan Field Parking Lot off Research Parkway
- **October 20 (8:30 a.m. - 3 p.m.):** Walk-in Flu Vaccine Clinic, Employee Health & Wellness Fair at the Student Rec Center

Additional information is forthcoming.

[Top](#)

Employee Health & Wellness Fair – Mark Your Calendars Now!

Friday, October 20 | 8:30 a.m. - 3 p.m. | Student Rec Center (South Entrance near Olsen Field)

WELLNESS WORKS! invites faculty and staff employees to attend the 2017 Employee Health & Wellness Fair on Friday, October 20 at the Texas A&M Student Recreation Center. The fair will include a vendor exhibit hall featuring a variety of health and wellness booths, breakout informational sessions, a sampling of employee fitness sessions, and a walk-in flu vaccine clinic. Details about advance registration and a session schedule will be posted soon on our website, but **Save the Date** and plan to join us at the fair!

[Top](#)

PATHWAYS PERFORMANCE MANAGEMENT

Preparing to Close the 2016-2017 Performance Management Program in PATH

We are preparing to close the 2016-2017 Performance Management Program in PATH. After this time, any outstanding tasks related to employee evaluations that were due May 31, 2017 will need to be placed in the employees' personnel file. If there are any open or pending evaluations, we encourage you to notify the supervisor. Departments interested in receiving a status report of evaluations can send a request for the Performance Evaluation Status report to hbusinessservices@tamu.edu. For assistance with PATHways and the online PATH Performance Management system, please visit the website at employees.tamu.edu/PD/PATHways or contact the PATHways support team at HRPATHways@tamu.edu or (979) 845-4153.

[Top](#)

PAYROLL SERVICES

Employee Location and Check Distribution

The employee location and check distribution fields on the Occupant Information section of EPAs should always be completed for re-hires and promotions / transfers. If the fields are not updated the previous department's information will stay on the employee's record. This could cause problems with programs that use the fields to route documents such as Concur and AggieBuy.

[Top](#)

Recurring Supplemental Pay

Employees who have recurring supplemental pay with equal monthly payments can be enrolled to automatically receive it every month rather than create and submit a supplement every month for payment. For example, an employee who will teach an extra class for the Fall semester and will get \$1,000 per month from September 1 – December 31. For September pay, the form will be due October 6, 2017 and paid on October 13, 2017. To enroll an employee, simply complete the [Recurring Supplemental Pay Enrollment Form](#) located on the payroll website and attach the necessary approvals. If you have questions, contact your payroll processing team at payrollprocessing@tamu.edu.

[Top](#)

TIP OF THE WEEK

Explore Your Brighter Workday

Workday launches December 17, 2017! Explore the resources available at [Workday & You](#) on the HROE website (employees.tamu.edu) and Workday Help accessible from the Single Sign-On menu at sso.tamus.edu.

[Top](#)



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/liasons

HR LIAISON
NETWORK
MEETINGS:

TBD