



# HR LIAISON NETWORK NEWS

September 23, 2019 | Share the following information within your departments as appropriate.

## HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

[TrainTraq Course Updates-Shots Fired and Flash Point Video Series](#)

[Defect in Workday 33 - Change Job Business Process](#)

[Workday for HR Liaisons Training](#)

[HR Liaison Tools for Success](#)

[Updated Benefit Resources Available](#)

[October Benefit Sessions](#)

[Onboarding Business Process](#)

[Recruiting Tips – Supplemental Questions](#)

## PAYROLL SERVICES

[From The Controller Connection Extra](#)

[Enter Account Numbers as Worktags on One-Time Payment](#)

[Business Process Comments](#)

[Costing Allocation Report](#)

## WELLNESS WORKS!

[Wellness Happenings for September](#)

[Upcoming Events](#)

## HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

### TrainTraq Course Updates to Shots Fired and Flash Point Video Series

There are several safety courses in TrainTraq that have been updated, newly added, or will retire soon:

- Shots Fired ([2111114](#)) is updated with a new 10-minute video, and a course acknowledgement. The video provides guidance for recognizing and responding to an extreme violence event.
- Flash Point ([2111161](#)) is updated with a new 13-minute video, and a course acknowledgement. The video provides guidance for de-escalating and preventing violence in the workplace.
- A new course, Shots Fired and Flash Point on Campus ([2113962](#)) is now available. It combines the content of Shots Fired on Campus ([2111160](#)) and Flash Point on Campus ([2111162](#)) into one 30-minute video, followed by a course acknowledgement. The video provides guidance for identifying and addressing behaviors of concern early as a way of preventing violence on campus; and provides guidance for surviving an active shooter situation on campus.

## PAYROLL REMINDERS

### 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

### September 24:

- #20-02 Timesheets Locked; only Timekeepers can update
- Run Timekeeper Reports
- #20-02 Pay Calculation Results Report refreshed at 10:00am

### September 25:

- #20-02 BW Final Pay Calculation Results Report available at 2:00pm

### September 27:

- #20-02 Biweekly Pay Day

### October 1:

- Monthly Pay Day

[Payroll Processing Calendar Key](#)  
[Processing Schedules](#)  
[Workday Tools](#)

- Shots Fired on Campus (2111160) and Flash Point on Campus (2111162) will be retired in the next few weeks.

If you have any questions about these courses, please contact [PDinfo@tamu.edu](mailto:PDinfo@tamu.edu).

[Top](#)

### 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.

[Top](#)

### 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*

[Top](#)

### 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 [TrainTraQ](#))
  - 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](mailto:HRNetwork@tamu.edu).

[Top](#)

### 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.

[Top](#)

### October Benefit Sessions

#### [New Employee Benefits Orientation Sessions](#)

October 10

October 23

#### [TRS and ORP Pre-Retirement Sessions](#)

October 16 (TRS)

October 23 (ORP)

[Top](#)

### Onboarding Business Process

Please remind new hires to work from their Workday *Inbox* rather than initiating standalone business processes to complete their Onboarding. If they work outside of the Onboarding business process, they will experience errors that will require additional work in the background before they are able to move along. New employees are encouraged to review the user guide available in Workday Help called [Onboarding The Employee Perspective](#).

[Top](#)

### Recruiting Tips – Supplemental Questions

Supplemental questions on the Job Requisition can be added to remind, and allow, applicants to attach their application documents. If you have requested this additional question on your job requisition, then these attachments will be found on the *Questionnaire* tab. The documents attached to the questionnaire will not appear under *Attachments* or the *Resume/CV* tabs. Please remember to check the *Questionnaire* tab if you have asked for documents to be attached from a supplemental question.

All onboarding items should be completed from their Workday inbox. Please remind your **New Hires** not to start any process from a worklet on their Workday home screen or items from the actions button on their profile page until their onboarding is complete. You can monitor onboarding progress by running the *Onboarding Status Summary* report.

[Top](#)

## PAYROLL SERVICES

### From The Controller Connection Extra

FY20 PCT Entry Now Available – FAMIS has enabled PCT Entry for 2020. Corrections may be made to salaries from FY19 and FY20. Contact Martha Weeks [msweeks@tamu.edu](mailto:msweeks@tamu.edu) with any questions.

[Top](#)

### Enter Account Numbers as Worktags When Processing One-Time Payment

When entering one-time payments in Workday, please be sure to enter the appropriate account number in the Worktags field. The one-time payment will then be charged to this account instead of the employees costing allocations. Please also note that state funds (02-1XXXXXX) are not allowed to be used for Relocation Allowances or Emolument: Non-Qualified Moving Expenses. By entering the correct funding account and only using state funds when allowed for one-time payments, you will prevent PCTs from being processed.

[Top](#)

### Business Process Comments

Payroll Services has noted that many departments are not completing the "Comments" section when they initiate a Workday business process. We 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 concerns and help get your employee paid. Please remember to add comments; it is greatly appreciated.

[Top](#)

### Costing Allocation Report

Workday Services urges departments to run the *Missing Costing Allocation* Report prior to each biweekly and monthly payroll business process approval deadline. The report is used to determine which employees are missing costing allocation so the expense is not charged to the FAMIS default accounts. The report is accessible via the Workday search bar and the results can be exported to Excel. You may need to run separate reports for each Supervisory Organization you monitor.

[Top](#)

---

### WELLNESS WORKS!

*Please share the following information with employees in your department.*

#### Wellness Happenings for September

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

[Top](#)

#### Upcoming Events

- **2019 Employee Health & Wellness Fair - Registration Deadline is Friday, Sept. 27 at 5:00pm!**  
*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.

#### Fair Features:

- Three Keynote Presentations & Breakout Sessions on various health topics and innovations in wellness
  - **Register below - Deadline is Friday, Sept. 27 5:00pm**
    - *You must register for EACH session*
  - [Full fair schedule](#)
  - [Livestream on TTVN](#) for remote campuses
- [Vendor exhibit hall](#) with various wellness-related booths
- [Flu vaccine clinic](#) & health screenings
- [Blood Drive](#)
- [Airrosti pain & injury assessments](#)
- Mindfulness meditation & yoga sessions
- Amazing prizes (*valued at \$50+ each*)

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



- **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).

In order to get a flu vaccine at one of our clinics, you must complete two required forms – the [Employee/Retiree Registration form](#) (one registration form per covered family/household) AND the [Vaccine Consent form](#) (one consent form per person receiving the vaccine) found on our [website](#). Dates, times, and locations subject to change.

- 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](mailto: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

[Top](#)



Division of Human Resources  
& Organizational Effectiveness

**QUESTIONS?** [HRnetwork@tamu.edu](mailto:HRnetwork@tamu.edu) | 979.862.3191 | 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](http://employees.tamu.edu/liaisons)

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