



HR LIAISON NETWORK NEWS

September 24, 2018 | Share the following information within your departments as appropriate.

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

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WELLNESS WORKS!

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PAYROLL REMINDERS

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

September 25:

- #19-02 Pay Calculation Results Report refreshed at 10am
- Run Timekeeper Reports
- Timesheets locked; only Timekeepers can update

September 28:

- Biweekly Pay Day

October 1:

- Monthly Pay Day
- **Payroll Payment Request forms due at 5pm for Special Catch-up Pay Day of October 5, 2018**

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

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

Division of HROE Staff Retreat on Tuesday, September 25

All staff in the Division of Human Resources and Organizational Effectiveness (HROE) will be out of the office attending a retreat on Tuesday, September 25. 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 25, 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 Wednesday, September 26.

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Save the Date: HR Liaison Network Meeting on October 31

HROE would like to invite you to join us for the first HR Liaison Network Meeting since the implementation of Workday. Please mark your calendars now and make plans to attend the morning or afternoon session on Wednesday, October 31, 2018 in the General Services Complex. More agenda and registration information coming soon!

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REMINDER - Workday@tam.u.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@tam.u.edu and hschr@exchange.tam.u.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@tam.u.edu.

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Recruiting/Hiring Tips

TO DO: Items in your Workday Inbox – Please remember that TO DO items in your Workday Inbox will require you to leave the inbox item to perform a task. When receiving a TO DO in your Workday Inbox, you should:

- a. Carefully read the inbox item instructions
- b. Go do what is requested, as instructed
- c. Return to your Workday Inbox TO DO item
- d. Click Submit

Failure to actually perform the TO DO item will result in incomplete steps and delays to the process.

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PAYROLL SERVICES

Special Catch-up Pay Day

The Workday Support Office will run a one-time system wide *Special Catch-up* Payroll in which TAMU will participate. The pay day is Friday, October 5, 2018. The Special Payroll can only be used for missed Salary or Hours not paid on the normal September Payroll due to missed deadlines. Requests will only be processed if the Business Process is completed and approved in Workday and should be sent using the [Payroll Payment Request](#) form by completing the Miscellaneous Payment section. The Payroll Payment Request is due Monday, October 1st by 5:00pm. It is the responsibility of departments to closely monitor [Useful Reports](#) to catch missed payments; payroll services will not process off-cycle emergency requests the week of October 1st since the special pay calc will be available.

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Email Payroll Reminders

Payroll Services is now emailing reminders to department Payroll contacts on days with payroll deadlines or action items. These emails are in addition to processing calendars, schedules available on the Payroll [website](#) and notices sent out in weekly HR Liaison Network News. If you have not received one of our initial reminder emails or if someone else in your department should, please provide contact information to payrollprocessing@tam.u.edu and we will add them to our list.

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IMPORTANT: Payroll Services Recent Website Updates

[Lump Sum Payouts](#)

[Payroll Corrections](#)

Who is my [Payroll Contact](#)?

[Relocation Allowance](#)

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WELLNESS WORKS!

Please share the following information with employees in your department.



Eat Well, Be Well! Nutrition Workshops

Tuesday, September 25 | 11:30am - 12:30pm | General Services Complex Room 101A

WELLNESS WORKS! invites you to join us as Registered Dietician, Meghan Windham, presents *Nutrition through the Life Cycle*. Every parent wants his or her child to be happy and healthy. How does nutrition factor into a child's overall health? What nutrients are vital at each stage of life and how can I get my family to actually eat what is good for them? Join us as we identify important nutrients for each of life's stages (from infant to adult) and how to obtain these nutrients from the best sources.

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

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Rituals Rule: *Secrets of the Successful* – Your Journey to Living WELL Aware

Thursday, October 4 | 11:00 a.m. – 12:30 p.m. | General Services Complex 101A

When it comes to greater health and happiness, we do not need to reinvent the wheel! In this workshop, Dr. Patricia Sulak, founder of Living WELL Aware, will discuss the topic, **Rituals Rule: *Secrets of the Successful***. Don't miss this eye-opening event as we continue Living WELL Aware at Texas A&M! To attend the live event, [register here](#). Access the live video stream on [TTVN](#). A healthy, energizing lunch will be provided by Living WELL Aware starting at 11:00am.

***Registered attendees will have a chance to win a Fitbit Flex 2!**

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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

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
[HR Liaison Network
News Archive Online](#)