



HR LIAISON NETWORK NEWS

September 9, 2019 | Share the following information within your departments as appropriate.

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PAYROLL REMINDERS

September 9:

- #20-01 Current Timesheets, Workday BP Approvals, Lump Sum Payouts & PPRs due at 11:00am
- #20-01 Pay Calculation Results Report available at 12:00pm

September 10:

- #20-01 Timesheets Locked; only Timekeepers can update
- Run Timekeeper Reports
- #20-01 Pay Calculation Results Report refreshed at 10:00am

September 11:

- #20-01 BW Final Pay Calculation Results Report available at 2:00pm
- Monthly **Retro** Business Process Approvals due at 5:00pm

September 12:

- Monthly Pay Calculation Results Report available at 12:00pm

September 13:

- #20-01 Biweekly Pay Day
- Monthly Pay Calculation Results Report refreshed at 10:00am

September 16:

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

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

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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Review Staff Reclassifications Effective 9/1/2019

If you had an employee who received a staff reclassification with an effective date of 9/1/2019, please go into the employee's *Worker History* and verify that the *Change Job – Promotion* is correct. To locate an employee's *Worker History*, go to the employee's profile in Workday → go to the Overview tab → select *Worker History*. You can verify the employee's salary through the *Change Job* action or in the employee's *Compensation* tab. If you notice a discrepancy with the job profile or the employee's salary due to merit, contact Classification and Compensation at hrcomp@tamu.edu.

For questions regarding staff reclassifications or the *Change Job* business process, contact Classification and Compensation at 979-845-4170 or hrcomp@tamu.edu.

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Updated Online Course: Information Security Awareness

The System-required course, Information Security Awareness (no. 3001), was updated the evening of September 4th. In order to increase the accessibility, audio was added to all slides, and some engagement activities were redesigned. Minor content revisions were included, such as updating contact information for the Texas A&M University System Research Security Office. If you have any questions, please contact PDinfo@tamu.edu or 979.845.4153.

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New Class Offering Sept. 17 - Workday: Employee Essentials

Please share with your new employees that we have a new class offering called [Workday: Employee Essentials](#), where employees can learn to use and navigate the essential components of Workday. The next session will be held Tuesday, Sept. 17 from 1:30 to 3:30 p.m. in the General Services Complex. All employees are welcome, and can register online at: <https://training.tamu.edu/Courses/Detail/3411>. Please note that this employee class does not require the Statement of Responsibility (SOR) form nor any prerequisites, so employees can register up until the day before the class. If you have questions, please contact PDinfo@tamu.edu.

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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 of information that will be sent to employees next week alerting them of the new process. The following information will be distributed via email to all University employees on Monday, September 16.

The Standard Administrative Procedure (SAP) [07.05.99.M0.01 Nepotism](#) was approved on July 19, 2019, to ensure compliance with [System Policy 07.05 Nepotism](#). This SAP establishes the requirements for disclosure of covered relatives that are employed by Texas A&M University and applies to all A&M employees including those at the Health Science Center and branch campuses at Galveston and Qatar. In accordance with this policy, employees are defined as all personnel employed by Texas A&M university including faculty, staff, graduate assistants, and student workers who receive compensation from the University, in either a full- or part-time capacity. If you fall into one of the employee categories above and have a relative to disclose [as defined by the SAP](#), you are required to fill out a **Disclosure of Employment of Relatives** form. For those who do not have a relative as defined by the SAP, this form does not apply to you. **Note:** It is the employee's responsibility to report and submit a change in a previously reported relationship as required by the policy.

This **Disclosure of Employment Relatives** form can be completed electronically using the link found [here](#) or by printing and completing the form found on pages 5&6 of the SAP.

Additional information regarding the disclosure process can be found on our [website](#).

HR Liaisons should familiarize themselves with the new disclosure process and form. Note that Section 3 of the form outlines the employee review procedures. Once the employee submits the electronic **Disclosure of Employment Relatives** form, it will automatically be routed to the HR Liaison in their respective college or division through the electronic Laserfiche process. At that time, the HR Liaison will review the reporting structure and interactions of disclosed covered relatives to ensure compliance with System Policy 07.05, *Nepotism* Section 2.2. If either covered relative has responsibility for direct or indirect supervision of the other or authority over any term or condition including salary or wage of the other's employment, an alternative reporting structure will need to be developed that complies with the System Policy, and should be submitted through the Laserfiche process for review and approval along with any tasks that may need updating in Workday.

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

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REMINDER: Check Delegations in Workday

As a reminder, delegations that have been set up in Workday can only be set for a maximum of 12 months at one time. If you are a delegate or have delegated your tasks to another employee, be sure to check when those delegations expire. Even if there is not an *End Date* entered, the delegation will end 12 months after the date the delegations started.

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Workday Tip: Use Common Search

When searching an employee by name in workday, use the *Common* search to bring up all employees with the same or similar name. If your preference is set to *All of Workday*, you can change it to *Common* by following these steps:

1. Click on your profile picture (or cloud) in the upper right corner.
2. Select "My Account" and then "Change Preferences"
3. Under "Search Preferences" make sure the "Preferred Search Category" is set to "Common"
4. If you change that setting, you will need to log out and log back in for the preference to change.

This change allows Workday to pull up all *Common* names when only entering 2-3 letters of the first and last name of an employee. To see the full search list, follow these steps:

1. In the top search bar in Workday day, type as few as 2-3 letters of the first and last name
2. Press Enter. Do not only look at the top 5 items that pop up while typing.

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Performance Management

Now is a good time to ensure employee goals have been put into Workday for the current Performance Review Period (4/1/2019 – 3/31/2020). Goals entered by employees must be approved by their manager. Goals input by the manager do not require additional approvals. HR Liaisons should facilitate the goal setting process with the organizations they support. Click [Performance Management](#) for more information.

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Hiring – Onboarding

The start of the semester always comes with a significant increase in hiring, including transfers. As an HR Liaison, it is vital that you monitor the progress of your new hires and/or transfers until all onboarding steps in the process have been completed. You can run the **Onboarding Status Summary** report to show you exactly where a new employee or transfer is in the onboarding process.

Please run the **Onboarding Status Summary** report daily until all the onboarding tasks for your positions have been completed and there is nothing remaining to do in the “Not Started” or “In Progress” columns.

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Training Compliance Reports for September – As of September 1, 2019

Attached is the monthly Required Employee Training Assignments Report for System-required employee training. Please check TrainTraq for pending assignments for your department’s employees. If you have questions, please contact pdinfo@tamu.edu.

Summary

- The total number of past due assignments increased 24.0% from 1518 to 1882.
- The total number of past due employees increased 16.4% from 801 to 932.
- The total number of past due Faculty employees increased 4.1% from 270 to 281.
- The total number of past due Budgeted Staff employees increased 20.1% from 134 to 161.
- The total number of past due Wage Staff employees increased 26.5% from 204 to 258.
- The total number of past due Graduate Assistant employees increased 51.6% from 31 to 47.
- The total number of past due Student Worker employees increased 14.2% from 162 to 185.

Required Employee Training Compliance Key Performance Measure

- Percentage of employees in M Workstation ADLOCs up-to-date or current on five required courses:
 - Creating a Discrimination-Free Workplace, EEO – 98.0%
 - Ethics – 97.9%
 - Information Security Awareness – 97.0%
 - Orientation to the A&M System – 99.0%
 - Reporting Fraud, Waste and Abuse – 98.8%
 - Required Training for Athletics Task Workers – 85.2%

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PAYROLL SERVICES

Face-to-Face Training – Paying Employees in Workday

There is still time to register in TrainTraq for the face-to-face training by Payroll Services staff for **Course 2113632: HR Liaison: Paying Employees in Workday**. The training will be Thursday, September 12, 2019 from 1:30pm to 3:00pm in the General Services Complex (GSC) 101B. This course is prioritized for active HR Liaisons but is also open to others within a department who have the Timekeeper role or are a delegate who assists their HR Liaison or Timekeeper. This is an excellent opportunity to get up-to-the minute information and have your general payroll questions answered. We look forward to seeing you there!

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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). 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.

A blue graphic consisting of two overlapping triangles pointing upwards, with the text "WELLNESS WORKS!" in white capital letters centered within the upper triangle.

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!

- **Gardening Club**
Presented by The Gardens at Texas A&M
Every 3rd Tuesday of the Month
[The Gardens Pavilion](#)

WELLNESS WORKS! is excited to partner with The Gardens at Texas A&M to bring you a gardening club this fall! The Gardens Manager and Texas Master Certified Nurserymen, Joseph Johnson, will lead the Gardening Club. Each session will provide you with expert knowledge and hands-on gardening experience.

Tuesday, September 17
11:30am – 1:00pm
[The Gardens Pavilion](#)

Registration for the September 17th Gardening Club event is limited, [register now!](#) We also encourage you to register for the wait list or ditch your desk and enjoy the beauty of The Gardens during your lunch hour. **Participants may bring their own lunch or purchase lunch from the on-site Fire Truck Crepes food truck.**

- **3rd Annual SuperHero Run**
Presented by Aggieland Realtors
September 28, 2019 | 8:00am | [Lake Walk Town Center](#)
Suit up in your favorite superhero or villain costume for the **[3rd Annual BCS Superhero Run!](#)** Kids can run the race in a flash and join the post-race dance bash with SUPER delicious food and a costume contest!
- **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

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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

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