



# HR LIAISON NETWORK NEWS

February 27, 2018 | **SPECIAL NETWORK NEWS MESSAGE**

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## **Absence Partners: FLSA Comp Time Accrual Period Change**

A change is being implemented this week in Workday that will adjust the accrual and usage of federal compensatory time. For employees who are paid biweekly and eligible for overtime or federal compensatory time under the Fair Labor Standards Act, the compensatory time currently accrues in Workday on a monthly compensation period. This means that earned federal comp time is not available for employees to use until the following month. The accrual period is being modified to be the same as the biweekly pay period. Therefore, once the change is implemented, employees who have earned federal comp time during a biweekly pay period can use it the following pay period.

The configuration change in Workday will be implemented through an automated process that will occur overnight on Wednesday. Because the change may create a doubling of earned comp time, that doubling will also be corrected by an automated process that will create a negative entry for employees impacted. Absence Partners, please be aware that there could be a negative adjustment on Thursday morning that is intentional as the period moves from monthly to biweekly; it should not be removed.

## **Supervisory Organizations Deep Dive WebEx Rescheduled – Thursday, March 8 | 3:00-4:30 p.m.**

The Workday Services team will be hosting a special WebEx for anyone who is interested in learning more about Supervisory Organizations in Workday as well as Manager and Organizational Hierarchy, which are foundational to the core HR functionality of Workday. During this Deep Dive, the Workday Services team will provide an overview of all-things-organization for HR Contact, Payroll Partners and other security roles who support staffing, compensation and other business process events. HR Liaisons are encouraged to join the session.

1. Go to [WebEx](#)
2. Enter the **Meeting Number** (access code): **928 349 940** and select **Join**
3. Enter your **first name, last name, and email address** (This will allow us to record your attendance.)
4. Enter the **Meeting Password: u8ppugXJ**
5. Select **Join Now** to access the online session

## **Workday Open Forum Questions and Answers**

Questions and Answers from the February 21 Workday Open Forum are now available at [Workday @ Texas A&M](#).

## **HR Contacts: Complete Important Onboarding Task Related to Benefits for New Hires**

After a hire process is completed in Workday, several onboarding “To Do” tasks are generated to the HR Contact in departments. It is very important that the HR Contact follow the instructions to complete the task to Trigger Benefits Onboarding Questions **before** submitting the task as complete. If you submit the task as complete in Workday, but have not followed the directions, your new employee will not have the proper options to select benefits. We have received multiple inquiries that employees are not able to select benefits and are finding that a common problem is the HR Contact submitting the To Do task but not completing the instructions first.

The task in Workday is:

*Trigger Benefits Onboarding Questions, Direct Deposit, Privacy Flag, and State Veteran's Preference for employee.*

The instructions included with this To Do task are as follows:

*You must complete the below actions for the Employee to receive important onboarding tasks in their Inbox, including tasks that impact the Employee's benefits eligibility. Access the new Employee's worker profile, then from their Related Action, select Additional Data, and Edit Effective Dated Custom Object. Enter date of the event where indicated and click Submit. You must perform those actions BEFORE submitting this To Do step to complete this task.*

For the effective date referenced in the instructions, use the new employee's hire date. Thank you for your assistance in helping new employees get access to their benefit enrollment options promptly.

### **Delegation of ALL Business Processes**

When you are out or away from your Workday Inbox for an extended period of time, delegating a task is a great way to ensure a process continues without delay by allowing someone else to perform the task on your behalf. Workday allows you to delegate just a task in the Workday Inbox or the entire Workday Inbox. Please be aware that delegating **ALL** Business Processes (BPs) is **not** a recommended solution. Delegating **ALL** BPs will allow your delegate to receive **ALL** notifications you would have received for that process including custom notifications to you about applying to a job or changes to your personal benefits. Workday does not separate "work" processes from "personal" processes, so we recommend that you consider delegating specific BPs or tasks instead of delegating the entire inbox.



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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](http://employees.tamu.edu/liaisons)

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