



HR LIAISON NETWORK NEWS

January 18, 2018 | **SPECIAL NETWORK NEWS MESSAGE**

Transitioning Graduating Students to Program Aide in Workday

Historically, departments have been given the ability to preserve working relationships with graduating student workers by transitioning them into a temporary Program Aide title. In our legacy systems, this process would have been accomplished by a transfer into a newly created Program Aide position in Canopy. With Workday, the process is simpler. Rather than processing two actions (a transfer out and a transfer in), HR Liaisons may initiate one single process: [Change Job](#). By running this process in Workday, the liaison may change the employee's Job Profile to indicate the correct title, and they will also be given the opportunity to ensure that compensation data is correct and an opportunity to change source funding accounts if needed. Change Job allows for all of these small changes in one action without having to transfer the student employee into a new PIN. The Change Job process can be used to process actual transfers from one PIN to another, or it can be used to change the title and pay information of an employee. So this robust business process could be used to either transfer a Student Assistant into a vacant Graduate Assistant title, or it could be used to simply transform the Student Assistant into that Graduate Assistant.

Hire Business Process: Avoid Creating Duplicates in Workday

It is extremely important to do a search in Workday for an individual, even after using UIN Manager, before selecting to Create Pre-Hire in the Hire business process. If the worker is already in Workday, then the initiator should select; if terminated, select to use Existing Pre-Hire record.

General Workday Reminders

- Costing Allocations in Workday are what was formerly called funding sources which is different than compensation.
- Effective dates should coincide with pay periods for position changes (i.e. – changing a manager in the middle of a biweekly pay period will require both the old and new manager to approve the employee's timesheet).
- When updating a costing allocation that has a 9/1/2017 start date in Workday, change the start date to 12/1/2017 to avoid routing errors to a Cost Center Approver.



Division of Human Resources
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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/liasons

HR LIAISON
NETWORK
MEETINGS:

TBD