



# HR LIAISON NETWORK NEWS

## | SPECIAL NETWORK NEWS MESSAGE – Spring Break Edition

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### **IMPORTANT REMINDER: Supervisory Organizations Deep Dive WebEx TODAY at 3:00pm**

The Workday Services team will be hosting a special WebEx today from 3:00-4:30pm. The annual performance evaluation period is upon us. It is vital for colleges and divisions to be aware of the important role supervisory organizations have not only for performance management, but ALL core HR functionality within Workday. For this reason, we would like to extend an invitation to anyone in security roles who support staffing, compensation and other business process events to join us for an overview of all-things-organization, including Manager and Organizational Hierarchy.

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

### **Updated HR Liaison Resources Available at [Workday @ Texas A&M](#)**

- *Other IDs (Custom IDs) for Edit Other ID and Edit ID Business Process*
- *Academic Pay Periods for Annual Work Period and Disbursement Plan Period*

### **Workday Job Aids Updated Recently**

A comprehensive list of job aids is available in [Workday Help](#) on the SSO menu in the Use Workday section. The following Workday job aids were updated during the week of February 25:

- *Job Application* - Removed security group of initiator from the offer stage
- *Hire* - Removed incorrect sentence about Students not needing the assign costing allocations step. That is only when creating the position.
- *Change Beneficiary (ESS)* - Changed name to Change Benefits (Beneficiary Change Only) ESS and updated graphics and major steps.

### **Want to Learn More?**

Check out the Functional Deep Dive Presentations available on [Workday Help](#) in the Use Workday section. The recorded WebEx sessions cover various topics related to Benefits, Compensation, Performance, Recruiting & Talent, Staffing, Time & Absence and Using Workday.

### **Posting a Requisition**

In order to reduce the time to hire and to keep TAMU Job Postings fresh, all job postings will be unposted from internal and external career sites after 15 business days or until a sufficient applicant pool is attained. If the position posted requires additional time, please email Recruitment and Workforce Planning at [jobs@tamu.edu](mailto:jobs@tamu.edu). This does not apply to Evergreen postings.

## Retro Process and Timing

Workday has a very good process to retroactively pick up changes from approved business processes such as salary corrections, percent effort changes, timesheet corrections, etc. The retro process makes the appropriate adjustments on the employee's next regularly scheduled pay day. Payroll Services asks for your assistance in letting the retro process work rather than trying to circumvent the process with any early payment request to avoid double pay, deletion of one-time payments, incorrect deductions and taxes. Retro Workday business process approvals should be finalized by the deadlines listed on the Payroll Processing Calendars on Payroll Service's website. For example, for March 2018, monthly retro business process approvals are due at 5pm this Friday, March 9, to make this month's pay calculation and April 2 pay day. If your business process affects a prior pay period it must be approved by the biweekly or monthly retro deadlines.

### Payroll Reminders:

March 12

- Monthly Pay Calculations Results Report available at noon

March 13

- Biweekly Pay Day
- Monthly Pay Calculations Results Report refreshed at 10am

March 19

- Monthly Pay Calculations Results Report refreshed at 10am
- Monthly Lump Sum Payouts due at 11am

## Spring Break Fitness Session Schedule

*WELLNESS WORKS!* fitness classes held on-campus are canceled from Monday, March 12 through Friday, March 16. All classes will resume on Monday, March 20.

- Texas A&M Rec Sports will offer Yoga on Monday, March 12 at 12:15 p.m. and Body Blaster on Tuesday, March 13 at 12:15 p.m. Visit the [Group RecExercise Schedule](#) for details.
- Piranha Fitness Sessions will run on a normal schedule. Visit the [Piranha Fitness Studio Schedule](#) for details.

## Juggling Your Personal & Professional Life?

*Presented by Deer Oaks EAP Services*

**Wednesday, March 21 | 11:00 a.m. – 12:00 p.m. | Memorial Student Center 1400**

The Deer Oaks Employee Assistance and Work/Life Program is a FREE service provided by Texas A&M University to benefit-eligible faculty and staff employees as well as their dependents/household members. This program offers a wide variety of counseling, referral, and consultation services, which are all designed to assist you and your family in resolving work/life issues in order to live happier, healthier, more balanced lives.

We invite you to join us for an orientation seminar to learn about the benefits now available through the expanded Texas A&M University Work/Life Program provided by Deer Oaks. New services include identity theft protection consulting, financial planning advice, concierge work/life support and more. Register for this informational on [TrainTraq](#). Learn more about Deer Oaks EAP at [employees.tamu.edu/eap](http://employees.tamu.edu/eap).

## Continuing Your Year to Greater Health & Happiness

*Presented by Dr. Patricia Sulak*

**Thursday, March 29 | 11:00 a.m. – 12:00 p.m. | General Services Complex 101A**

It is never too late for you to begin your wellness journey! *WELLNESS WORKS!* invites you to attend an educational and interactive workshop to review successes and struggles of using the newly released journal, **My Journey to Living WELL Aware**. Dr. Patricia Sulak, founder of **Living WELL Aware**, will provide valuable insight on making desired changes happen and how developing healthy rituals can assist in achieving greater health and happiness.

Limited copies of **My Journey to Living WELL Aware** will be available at the workshop on a first come basis or by contacting **WELLNESS WORKS!** at [wellness@tamu.edu](mailto:wellness@tamu.edu). To attend the live event, register [here](#). Access the live video stream on [TTVN](#).

### **Active for Life: Diabetes Self-Management Workshop**

*Presented by Center for Population Health and Aging*

**March 28, April 4, 11, 18, 25 & May 2**

**11:00 a.m. – 1:30 p.m. | General Services Complex (GSC) 1214**

**WELLNESS WORKS!** and the Center for Population Health and Aging cordially invite you to attend an informational about the FREE 6-week program that is designed to help and provide support to anyone who has diabetes, pre-diabetes, or loves someone who does. Join us and learn more about this interactive group learning experience that focuses on:

- Techniques to cope with symptoms of diabetes
- Suitable exercises for maintaining and improving your strength
- Healthy eating
- Appropriate use of medication
- Working more effectively with your health care providers
- Participants will make weekly action plans, share experiences, and help each other solve problems they encounter in creating and carrying out their self-management program

To register for the workshop contact Rachel Foster, Program Assistant with the Center for Population Health and Aging at [rfoster@tamhsc.edu](mailto:rfoster@tamhsc.edu) or 979.436.9353.



Division of Human Resources  
& Organizational Effectiveness

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

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