



# HR LIAISON NETWORK NEWS

August 30, 2018 | **SPECIAL NETWORK NEWS MESSAGE**

## Adding Vacation/Sick for Morning of 8/30/18

Employees needing to add vacation/sick leave for this morning should check the highlighted box (see below) to override the error in Workday.

A screenshot of the 'Request Time Off' form in Workday for user Laura Dohnalik. The form shows a total of 4 hours requested for Thursday, August 30, 2018. The type is '1-Vacation' and the daily quantity is 4. The unit of time is 'Hours'. A checkbox labeled 'Include All Selected Days' is checked and highlighted in yellow. The comment field contains 'TEST: 8am-12pm'. At the bottom, there are 'Submit' and 'Cancel' buttons.

**Request Time Off** Laura Dohnalik Actions

Total: 4 Hours

Please remember to always use Paid Time Off before requesting Unpaid Time Off.

When: Thursday, August 30, 2018

Type: \* X 1-Vacation

Daily Quantity: \* 4

Unit of Time: Hours

Include All Selected Days

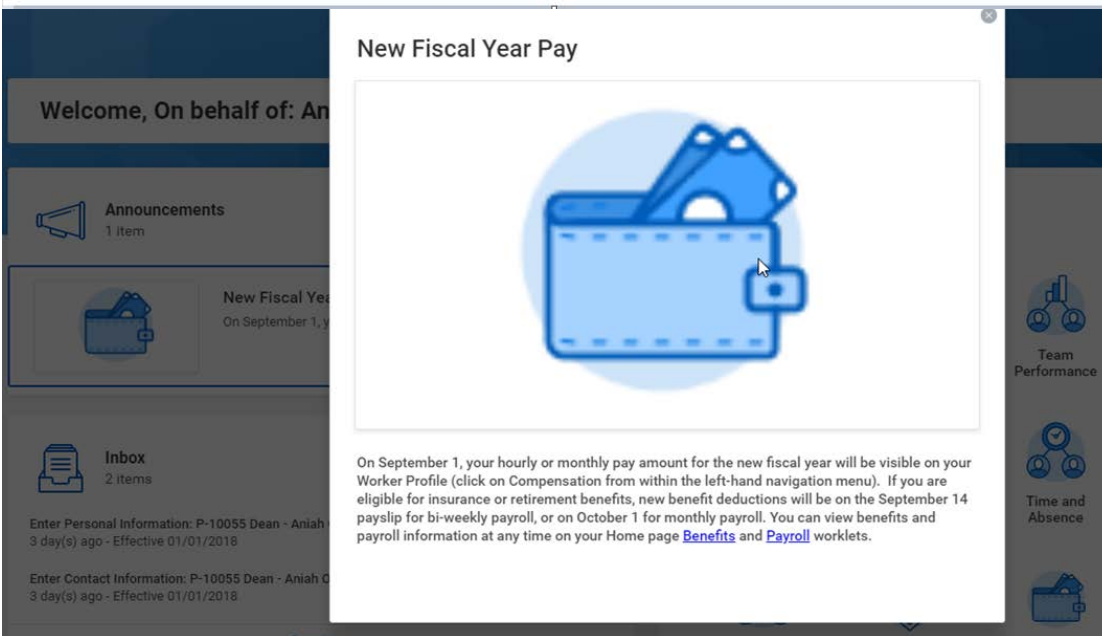
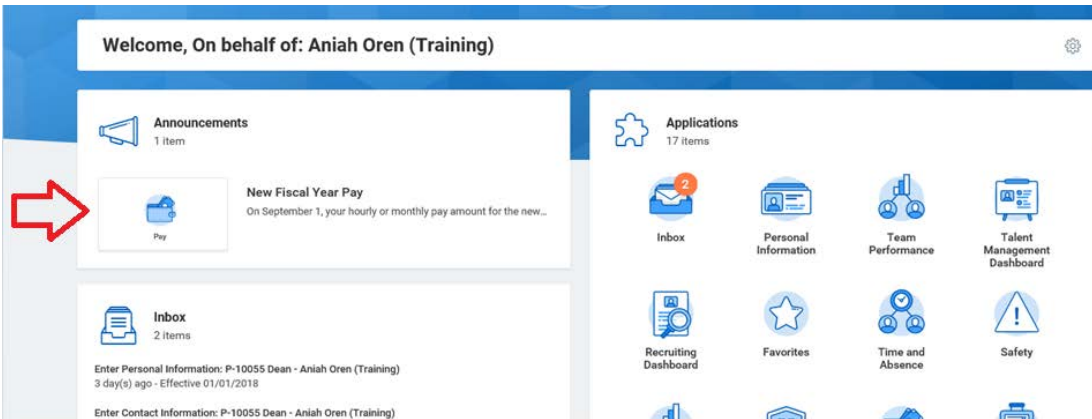
Comment: TEST: 8am-12pm

**Submit** **Cancel**

[Top](#)

## Announcement in Workday for Employees Regarding New Fiscal Year Pay

We wanted to make you aware that the Workday Services team will be placing an announcement on the Workday home page for employees regarding the new fiscal year compensation, pay slips and benefits. The announcement will be visible from tomorrow at noon (August 30) until October 5. Please see the announcement below (the red arrow will not be present on the official announcement).



[Top](#)

### **New Semester, New Employees – Workday Onboarding**

Several resources are available to assist HR Liaisons as well as new employees with the Onboarding process in Workday. Please review and share the following:

- *Onboarding Processes by Security Role* job aid (available in [Workday Help](#))
  - **Updated 8/27/2018**; outlines the various tasks and related security roles in the Onboarding business process for Hire, Change Job and Add Additional Job
- *Onboarding (Hire)* quick reference guide (available in [Workday Help](#))
  - **NEW**; provides an overview of the four stages of Onboarding and the activities for completion by the employee, HR Contact, Absence Partner, HR Partner, Benefit/Retiree Partner, Faculty Partner, I-9 Partner and Payroll Partner
- *Onboarding – The Employee Perspective* PowerPoint (available on [Workday @ Texas A&M](#), Using Workday/Employees)
  - **NEW**; provides onboarding overview along with screenshots and instructional text and tips related to the various tasks employees may receive in Workday

If you have questions about Hiring / Onboarding, please contact [jobs@tamu.edu](mailto:jobs@tamu.edu).

[Top](#)

### **New TrainTraq Assignment – Required Emergency Alert System Notification (Attachment Included)**

*(Attachment was left off the original email on the Monday 8/27/18 edition of the HR LNN)*

At the beginning of September, Texas A&M employees will receive an automated TrainTraq assignment to take “Required Emergency Alert System Notification” (TrainTraq course no. [2111669](#)).

#### *Who will receive the TrainTraq assignment?*

All Texas A&M faculty and staff (except employees who have completed this course since August 1, 2018) will receive an e-mail notification of the assignment and a single reminder 30 days later. New employees automatically receive this assignment upon hire. *HR Liaisons do not need to assign this course or to follow up on overdue assignments; this course will not be tracked on the monthly training compliance reports.*

#### *What is the purpose of the assignment?*

The purpose of this online assignment is to notify employees about a state law ([Texas Education Code §51.218](#)) that requires all institutions of higher education to establish an emergency alert system (EAS) for their campus and to notify employees annually of their right to elect to participate or not participate in the EAS. Employees will access a two-page “course” (see attached screenshots) that will route them to a page on the [Code Maroon](#) web site. On the Code Maroon page, they can choose to either subscribe/change settings for message alerts or opt out. Incomplete assignments will be withdrawn 45 days after the assignment is made. If employees are already subscribed, they do not need to make changes and can close the browser. If employees have questions about how to use Code Maroon, they should either e-mail [codemaroon@tamu.edu](mailto:codemaroon@tamu.edu) or call Help Desk Central at 979.845.8300.

#### *How can HR Liaisons help?*

You can provide advance notification to your departments of the new assignment. This might also be a good time to remind employees to review/update their emergency contact information online in Workday.

[Top](#)



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)

View the  
[HR Liaison Network  
News Archive  
Online](#)