



HR LIAISON NETWORK NEWS

January 17, 2019 | **SPECIAL NETWORK NEWS MESSAGE**

Additional Sections of HR Liaison Training Now Available for Registration

Additional sections of HR Liaison training courses have been added in [TrainTrag](#) and are open for registration. New sections start next week on January 24. HR Liaisons may register and attend any of the available courses; seats are limited.

- Foundational Courses (required of all HR Liaisons)
 - 2113629 – HR Liaison: Organizational Consulting & Resolution Management Overview (Classroom)
 - 2112540 – Performance Management: Supervisory Best Practices (Classroom)
 - 2111242 – Fostering Respect in a Diverse Workplace (Classroom)
 - 2112304 – Hiring Supervisors: Strategies for New Employees Success (Online)
 - 2112756 – Comp Time Issues for Supervisors (Online)
- Functional Courses (required based on Workday security role access)
 - 2113628 – HR Liaison: Position Descriptions and Hiring Procedures (Classroom session for HR Contact, I-9 Processor, Recruiting Coordinator, Talent Analyst roles)
 - 2113630 – HR Liaison: Fair Labor Standards Act – FLSA, Working Hours (Classroom session for Absence Partner, HR Contact, Timekeeper roles)
 - 2113632 – HR Liaison: Paying Employees in Workday (Classroom session for Absence Partner, HR Contact, Timekeeper roles)
 - 2112731 – Nonresident Alien Tax Issues and the Glacier Processing System (Online Course for HR Contact and I-9 Processor roles)

Questions concerning HR Liaison training may be directed to hrnetwork@tamu.edu.

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WebEx: Deep Dive – Report No Show

The Workday Services Team (System Office) will host a WebEx on the new Report No Show business process that goes into production January 31, 2019. The Report No Show process can be initiated by HR Contact, Manager or HR Partner, and allows you to rescind the hire event and rescind or prevent some downstream processes for workers who do not attend their first day of work.

During the WebEx we will provide an overview and demonstration of the functionality. As a convenience to multiple institutions and potential users for this new process, the one-hour WebEx will be delivered twice (WebEx details below); individuals can choose which session best fits their schedule. These sessions will not be recorded. However, the presentation deck will be made available.

Tuesday, January 22, 2019 at 3:00pm CST

- [WebEx: Deep Dive – Report No Show](#)
- Meeting Number (access code): 928 323 014
- Meeting Password: qctTd9dz
- Join from a Video System or Application: Dial 928323014@tamus.webex.com; You can also dial 173.243.2.68 and enter your meeting number.

- Join by Phone: 415.655.0003 US TOLL

Thursday, January 31, 2019 at 8:30am CST

- [WebEx: Deep Dive – Report No Show](#)
- Meeting Number (access code): 920 664 150
- Meeting Password: 4vM67iwA
- Join from a Video System or Application: Dial 920664150@tamus.webex.com; You can also dial 173.243.2.68 and enter your meeting number.
- Join by Phone: 415.655.0003 US TOLL

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Division of Human Resources
& Organizational Effectiveness

QUESTIONS? HRnetwork@tamu.edu | 979.862.4153 | 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/liasons

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