

# HR LIAISON NETWORK NEWS



Please make the following information available to employees in your department as appropriate.

July 5, 2016

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## PAYROLL REMINDERS

July 5:

- PPRs print

July 6:

- PPRs available online

July 8:

- Supplements due at noon
- Uploads due at 1pm
- TimeTraq due at 4pm

[Processing Schedules](#)

[Payroll Reports](#)

## HUMAN RESOURCES

### Application Process for HRLARG Closes this Week

If you have not already applied for the *HR Liaison Advisory Resource Group*, now is your chance! Things will be ramping up with Project Helios and the transition to Workday along with many other HR initiatives. If you would like to lend your voice and experience, please submit your application by 5:00 p.m. on Friday, July 8, 2016. A link to the application can be found at <http://employees.tamu.edu/liaisons/advisory-resource-group/> online.

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### Employee / Manager Assignments in Single Sign-On (SSO)

In an effort to ensure all data transferred to Workday is accurate, please review the “Employee’s Managers List” report in SSO for each department you are assigned HR Liaison roles.

To review the report from the SSO Menu, select:

- *Dept Admin* tab
- *Reports* tab
- *Employee’s Managers List* from the drop-down menu
- Then the following options
  - *Employee Workstation* = M - TAMU
  - *Employee Adloc* = Your Department(s)
  - *Manager Structure* = All Structures
  - *Employee Manager* = Without Manager
  - *Employee PIN* = All PINs
- *View Report*

If an employee does not have a manager assigned, please update the record accordingly. Instructions on how to add managers can be found here: <http://it.tamus.edu/ss0/help-system/key-concepts/administrator-navigation/employees-managers/>. If you have any questions or need assistance, please contact Laura Dohnalik at [ldohnalik@tamu.edu](mailto:ldohnalik@tamu.edu) or (979) 862-3854.

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## Employee HRConnect Records

As we begin moving data from our current systems to Workday, it is extremely important that we have complete information on all employees and retirees. High level items include employees without a manager (see item above), employees missing home address, employees with invalid address (needs to contain a city, state/province/county/etc., and zip), and no email address or phone number. If you are an HR Liaison with the HRConnect Dept Admin role, please review these records for all employees – new, current, transitioning, and outgoing – and work with the employee to update as necessary.

Information regarding the HRConnect Dept Admin role can be found here: <http://it.tamu.edu/hrconnect/help-system-overview/key-concepts/key-concepts-dept-admins/>. If you have any questions or need assistance, please contact Laura Dohnalik at [ldohnalik@tamu.edu](mailto:ldohnalik@tamu.edu) or (979) 862-3854.

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## HR Liaisons, Please Check Your Email Signature

Please take a few minutes to make sure you are using the most current HR Liaison email signature. It is important that *all employees* in your department(s) are aware that you are *their HR Liaison*; the HR Liaison signature is one way of letting them know about your role. The [I'm an HR Liaison! Ask Me!](#) signature links to <http://employees.tamu.edu/findliaisons/> where employees can find their department representatives for Benefit Services, Recruitment & Workforce Planning, Classification & Compensation, as well as other resources within Human Resources. It should be placed at the bottom of your contact information.

Email Signature:

Employee Name | Title  
Department | Texas A&M University  
XXXX TAMU | College Station, Texas 77843-XXXX  
ph. 979.XXX.XXXX | [XXXX@tamu.edu](mailto:XXXX@tamu.edu)  
[I'm an HR Liaison! Ask Me!](#)

Please remove all other HR Liaison references. If you have any questions, contact Laura Dohnalik at [ldohnalik@tamu.edu](mailto:ldohnalik@tamu.edu) or (979) 862-3854.

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## HR Liaison Training – Class Rescheduled

*The Employee Assistance Program – Personal Counseling and More* (211275) originally scheduled for August 4, 2016 from 2:15-3:15pm has been rescheduled for August 10, 2016 from 8:00-9:00am in GSC 101C. If you need to complete this course, please be sure to register in TrainTraq at <http://training.tamu.edu/Courses/Detail/178>.

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*Please forward the following three (3) articles to employees in your department.*

## FEMA Disaster Assistance Due to May 26th Storm Damage

Federal Emergency Management Agency (FEMA) Disaster Assistance is available to those who experienced damage to property as a result of the tornado, storms, and flooding on May 26, 2016. The deadline to apply for FEMA disaster assistance is Aug. 11, 2016. Even if you had minor damage you may register to request for assistance. Registration takes approximately 15 minutes. [See the flyer for details](#). For other details about the Local State of Disaster Due to Tornado & Flooding, visit the [HR website](#).

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## Annual Enrollment Now Open

Annual Benefit Enrollment, July 1–31, is the time for employees to review their benefits and consider any changes to make for the FY 2017 plan year, effective September 1, 2016. An electronic notification was sent to all benefit-eligible employees announcing the opening of annual enrollment and providing additional important information related to actions to take during annual enrollment. Enrollment is conducted online through the iBenefits option on the [Single Sign On](#) menu.

Please plan to attend the Annual Enrollment Benefits Fair (July 12 and July 13 from 10:00 a.m. – 2:00 p.m.) in the General Services Complex, assembly room 101A. Breakout sessions will feature an overview of the annual enrollment changes and updates from BlueCross BlueShield and Express Scripts. Vendors from our medical, dental and other insurance plans, plus several businesses participating in the employee discount program, [PerksConnect](#) will be available. See the fair flyer [HERE](#) for the presentation schedule.

Learn more about Annual Benefit Enrollment at <http://employees.tamu.edu/benefits/annual-enrollment/> online. To locate your Benefits Representative, visit the HR website at <http://employees.tamu.edu/findliaisons/> or call Benefit Services at (979) 862-1718.

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### University Holidays Approved for 2016-2017

The Texas A&M System Board of Regents has approved the following schedule for University holidays for Texas A&M\* for fiscal year 2017:

- Thanksgiving Nov. 24-25, 2016
- Winter Break Dec. 23, 2016-Jan. 1, 2017
- Martin Luther King, Jr. Day Jan. 16, 2017
- Spring Break Mar. 16-17, 2017
- Memorial Day May 29, 2017
- Independence Day July 4, 2017

Factors that are considered when holidays are set by the Board of Regents are: the academic schedule (when classes start and end each semester and the minimum number of class days), what day of the week some traditional, moving holidays fall, and National holidays. For more information visit <http://employees.tamu.edu/benefits/leave/holidays> on the Human Resources website.

\*Other campuses, agencies, and universities within The Texas A&M University System may have different schedules; [view here](#).

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## PROJECT HELIOS POWERED BY WORKDAY

*Please share the following information with ALL employees, including student employees. Workday will replace many of the current Single Sign-On applications in DECEMBER 2017.*



### Configure and Prototype Phase

The month of June marked the beginning of the Configure and Prototype phase of Project Helios as we move closer to the launch of Workday in December 2017. Prototype 1 review sessions will be held starting at the end of July and continue throughout August. To learn more about this phase, visit <http://workday.tamus.edu/project-phases/prototype/> online.

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## EMPLOYEE & ORGANIZATIONAL DEVELOPMENT

### New Employee Welcome (TAMU NEW) Orientation July 14 – Please Register by Monday, July 11

*Please forward this information to all hiring supervisors and encourage them to register their new employees.* The next session of *New Employee Welcome (TAMU NEW) Orientation* will be held Thursday, July 14 from noon to 4:30 p.m. (lunch included) in the General Services Complex. All employees welcome. Employees can register on EOD's registration site: <http://training.tamu.edu/schedule/#EmployeeOrientations>. If you would like to hold a seat for an incoming employee who is not yet on TrainTraq, please call EOD at (979) 845-4153.

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## TIP OF THE WEEK

### Moving or Buying a Car this Summer?

Texas A&M University employees have the ability to provide proof of employment or income through an automated service anytime, anywhere through *The Work Number*. Visit <http://payroll.tamu.edu/employment-verifications/employment-salary/> online for more information regarding the service available to employees, mortgage lenders, banks and others needing employment and salary information in a controlled, efficient way. In addition, forms for state service verifications can be found at <http://payroll.tamu.edu/employment-verifications/state-service/> online.



Next Network Meeting:  
**October 27, 2016**

HR Liaison Network News (LNN) is distributed weekly to departmental HR Liaisons at Texas A&M University. If you have questions about LNN contact:

Laura Dohnalik, Liaison Administrator @ [ldohnalik@tamu.edu](mailto:ldohnalik@tamu.edu) OR 979.862.3854

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