



HR LIAISON NETWORK NEWS

July 10, 2017 | Share the following information within your departments as appropriate.

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PAYROLL REMINDERS

- July 10:
● Biweekly EPAs due at noon
- July 11:
● PPRs print
- July 12:
● PPRs available online
- July 13:
● Monthly EPAs due at noon
- July 14:
● Supplements due at noon
● Uploads due at 1pm
● TimeTraq due at 4pm
- July 17:
● Electronic BVDs available

[Processing Schedules](#)
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HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

HR Liaison Network Summer Meeting – Closes This Friday

The virtual meeting featuring information on the HROE organization, annual enrollment and Workday for HR Liaisons is available in TrainTraq ([2113114: HR Liaison Network Summer Meeting – June 2017](#)) through Friday, July 14. To receive credit for “attending” the meeting, HR Liaisons will need to watch the recorded video (less than 90 minutes) in its entirety and complete the acknowledgement. *Note:* Adobe Flash Player required to view.

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Organizational Consulting & Resolution Management (OCRM) Limited Availability This Week

OCRM (formerly Employee Relations and Policy & Practice Review combined) will be minimally staffed and have very limited email access July 10-12. Debbie Watkins (dmwatkins@tamu.edu | 979.862.4027) will be available to assist with scheduling important meetings with an OCRM Business Partner upon their return. We apologize for any inconvenience this may cause and appreciate your patience as the team attends some essential training. Responses will be made in the order received as soon as practicable.

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Annual Enrollment Benefits Fair, July 20 & July 21

Plan to attend the Annual Enrollment Benefits Fair on Thursday, July 20 or Friday, July 21 from 10:00 a.m. - 2:00 p.m. in the General Services Complex, room 101. 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 along with several businesses participating in the PerksConnect employee discount program, University Staff Council, HROE Benefit Services, *WELLNESS WORKS!* and Workday will be available. See the fair flyer [HERE](#) for the presentation schedule. Attendees will be eligible to register for prizes, receive giveaways and learn about the valuable benefits provided by Texas A&M University.

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Workday Campus Communications

HR Liaisons, we need your help! The launch of Workday at Texas A&M University is set for December 17 leaving five months to get everyone ready to use their new HR, payroll and benefits application. Please be sure to pass along the information found in the Workday section below to all employees – staff, faculty, student – in the colleges/divisions/departments you represent each week. Our awareness campaign will shift to the training phase soon and we need to ensure our communications reach all employees. Please feel free to direct questions and feedback to any of the Texas A&M Workday Contacts (b-kosh@tamu.edu | bbayer@tamu.edu | ldohnalik@tamu.edu).

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Registration Deadline Extended for Enrollment in HROE Certificate Programs

HROE Professional Development is continuously developing new programs to better meet the needs of Texas A&M. With that in mind, we are announcing new deadlines for enrolling in and completing our certificate programs. This will allow for the development and roll out of new programs next year.

Customers can continue to enroll in a Professional Development Department certificate program until July 13, 2017. After that date, we will be unable to accept new enrollments. From that time forward enrolled certificate program participants will have until July 31, 2018 to complete all related coursework, capstones, and final project assignments.

Please visit our certificate programs page at EODinfo.tamu.edu/programs/certificate for additional information.

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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.



Workday Open Forum, July 19

Registration is open for the 10:30 a.m. to 12:00 p.m. forum on Wednesday, July 19 in the General Services Complex. All employees, including HR Liaisons/department processors and managers/supervisors, are encouraged to attend. Register [here](#). Not able to attend in person? Join via [WebEx](#).

For more information about upcoming sessions and to review information from past sessions, visit [Workday & You](#) on the Human Resources and Organizational Effectiveness website.

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Workday Manager Security Role

Anyone who has employees, including Graduate Assistants, reporting to them will have the Workday security role entitled "Manager". The security role is not related to your specific title. In other words, if you supervise anyone in the workplace and are setup as their primary manager in SSO, you will inherit the Manager role in Workday. To see a list of employees reporting to you, click on the "My Employees" tab from the [SSO menu](#).

Manager Training: September 18 – November 17 via eLearning courses

Manager Video Help / Job Aids: available beginning in October

Manager Resources: [Workday & Managers](#) | [Workday Help](#) | [Say Hello to Workday: Managers](#)

Faculty and Staff questions related to the Workday Manager role may be sent to Laura Dohnalik at ldohnalik@tamu.edu or 979.862.3854.

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Workday Help – Get Started

Have you checked out Workday Help accessible from your [SSO menu](#) yet? It has information available to help you get acquainted with and learn about Workday – your new HR, payroll and benefits system! As a reminder, everyone receiving a paycheck from The Texas A&M University System will begin using Workday in December. The launch is in just a few short months, there's no better time than the present to explore Workday.

The Get Started section of [Workday Help](#) features *Workday and You* (glossary of security roles), *Where in Workday do I Find...?* (activity / who is affected / current system / Workday worklet) and *Workday Terms* (today's terminology vs. Workday terminology and definitions). *Current System to Workday Crosswalks* are being added to the Get Started section later this summer. *Day 1, First Log-in Checklist* will be available for Faculty, Staff, Student Workers, Managers and HR/Payroll/Benefits Partners in November.

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The Word on Workday, July 2017

All employees – faculty, staff, student – are encouraged to read the latest edition of **The Word on Workday** available on [Workday & You](#) under Resources. This month's edition covers User Acceptance Testing, Workday Help and Counting Down to Go Live.

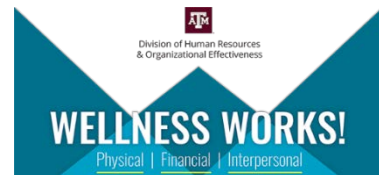
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WELLNESS WORKS!

Please share the following information with employees in your department.

Living WELL Aware at Texas A&M - Essential Element #7: *Forgive: Family, Friends, Foes - Ourselves*

The July video for Living WELL Aware at Texas A&M is now available to you! Tune into this month's course, Essential Element #7: *Forgive: Family, Friends, Foes - Ourselves* available via TrainTraq.



- Texas A&M University, Workstation M – [Watch Video Here](#)
- Texas A&M Health Science Center, Workstation H – [Watch Video Here](#)

To review past Essential Elements, check out our [online newsletter archive](#).

**Due to contractual provisions with Dr. Sulak, Living WELL Aware at Texas A&M is only available to faculty and staff of Texas A&M University (workstations M and H).*

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Thank You for Helping Us Solve Summer Hunger - Food Drive for the Brazos Valley Food Bank

During June, faculty and staff were encouraged to donate non-perishable food items to help the Brazos Valley Food Bank **Solve Summer Hunger!** We were able to donate 481 pounds of food! For continued support to the Food Bank, you can make a monetary [online donation](#).

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Diabetes Self-Management Workshop Informational Session – Brown Bag Lunch Tuesday, July 25 | 12:00 p.m. – 1:00 p.m. | General Services Complex (GSC) Room 101A

WELLNESS WORKS! and the Texas A&M Evidence-Based Programs Resource Center cordially invite you to attend an informational session about the FREE, 6-week program that is designed to 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 informational click [here](#). Light refreshments provided by *WELLNESS WORKS!*. For more information about *WELLNESS WORKS!*, visit wellness.tamu.edu.

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PATHWAYS PERFORMANCE MANAGEMENT

Creating SMART Performance Goals

The Plan stage of the PCER (Plan, Coach, Evaluate, Reward) model of Performance Management encourages the creation of SMART (Specific, Measurable, Achievable, Relevant, Time-bound) performance goals. Goals differ from an employee's ongoing job duties as encompassed in the position description. Performance goals are specific work-related achievements to be accomplished within a specified time frame. They are often project based and are intended to help the organization move forward, typically with a focus on improving processes or implementing changes. A helpful guide to SMART goals can be found under the Resources heading of the PATHways page: EODinfo.tamu.edu/PATHways.

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PATHways Reports

The PATH performance management reports will continue to be available by sending an email request to hrbusinessservices@tamu.edu.

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Upcoming PATHways Training

Please make note of the following classes for staff and supervisors and share with employees in your department as relevant. We will monitor enrollment and schedule additional classes as interest indicates.

- PATHways to Success: Supervisory Best Practices for Managing Employee Performance: July 20 from 8:30 to 12:00. Employees can register at training.tamu.edu/Courses/Detail/2166.
- PATHways to Success: Performance Management for Staff: September 26 from 8:30 to 12:00. Employees can register at training.tamu.edu/Courses/Detail/1988.

For assistance with PATHways and the online PATH Performance Management system, please visit the website at EODinfo.tamu.edu/PATHways or contact the PATHways support team at HRPATHways@tamu.edu or 979.845.4153.

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PAYROLL SERVICES

Inactive Wage Employee Report

The June Inactive Wage Employee Report is now available on the Payroll Services imaging system (imgweb.tamu.edu/finance_dept/). The report gives you the opportunity to delete inactive employees from your accounts. Refer to the attached letter for further instructions.

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TIP OF THE WEEK

Annual Benefit Enrollment Available through iBenefits

The month of July is open enrollment for The Texas A&M University System. Employees are encouraged to review the Annual Enrollment information found at employees.tamu.edu/benefits/annual-enrollment. iBenefits will be available for Annual Enrollment changes through July 31.

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Division of Human Resources
& Organizational Effectiveness

Questions? 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/liasons

HR LIAISON
NETWORK
MEETINGS:

TBA for FY2018