



HR LIAISON NETWORK NEWS

July 17, 2017 | Share the following information within your departments as appropriate.

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TIP OF THE WEEK

- [Workday is Coming to SSO!](#)

PAYROLL REMINDERS

- July 17:
 - Electronic BVDs available
- July 18:
 - Electronic BVDs due by 4pm
- July 19:
 - Biweekly PVDs available online
- July 21:
 - Biweekly Pay Day
 - Monthly PVDs available
- July 24:
 - Biweekly EPAs due at noon

- [Processing Schedules](#)
- [Payroll Reports](#)

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

News Regarding HROE Retiree Jim Kuhlmann

We wanted to share with our HR Liaison partners the sad news that Jim Kuhlmann passed away unexpectedly a little over a week ago. This is a sad time for HROE, especially our Benefit Services team and many of you who worked closely with Jim over the years until his recent retirement. Jim shared with us recently how he much he appreciated the cards and well wishes sent to him for his May 31 retirement. We are in touch with Jim's family and will share arrangements information when known.

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Annual Enrollment Benefits Fair, July 20 & 21

Annual Benefit Enrollment (Open Enrollment), July 1–31, is the time for employees to review their benefits and consider any changes to make for the FY2018 plan year, effective September 1, 2017. 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 iBenefits available on the [Single Sign-On](#) menu.

Please plan to attend the Benefits Fair (July 20 and July 21 | 10:00 a.m. – 2:00 p.m.) in the General Services Complex, 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 employees.tamu.edu/benefits/annual-enrollment.

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COBRA Notifications and Premium Billing Vendor

Effective April 1, 2017, COBRA notification and enrollment and subsequent premium billing processes started being handled by the external vendor, P&A Group. COBRA notification and billing or bank draft enrollment is no longer handled by Texas A&M Benefit Services. The HROE website reflects these changes at employees.tamu.edu/benefits/insurance/cobra and employees.tamu.edu/benefits/insurance/premium-payment with additional links to information and FAQs. Please discard any blank COBRA forms in your supplies and do not distribute to employees as you may have done in the past when there was an employment action impacting benefits. In addition, please process Employee Payroll Action (EPA) documents timely so that the employment action impacting benefits will be processed and transmitted appropriately to P&A Group. If you have any questions, contact Benefit Services at benefits@tamu.edu or (979) 862-1718.

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Flexible Spending Account Enrollment Issue Corrected

Early in July we learned that the option to enroll in Flexible Spending Accounts was not displaying properly in iBenefits for employees budgeted less than 12 months. This was a programming issue and has been corrected by the A&M System Office.

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Workday Worker Types

In Workday, workers fall under two categories or worker types. Worker type is assigned to each position and used on job requisitions and distinguishes between employee and Contingent Worker (which may have several user-defined types); compensation, benefits and staffing events are tied to the worker type.

Employee (*person who is or was on payroll*):

- faculty, staff, graduate assistant, student worker, temporary/casual staff, non-employee benefits only
 - active, working retiree, leave, retired, disability retiree, terminated, deceased, COBRA, survivor, graduate fellow, military leave dependent

Contingent Worker (*person not on payroll; no benefits*):

- manager – special programs, visiting faculty/scholar, Qatar local worker
 - affiliated non-employee and UIN base record

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HR Liaison Workday Security Roles

There are six security roles that are available to assist with the HR and payroll tasks within a department. Security roles determine what you see, do and take action on. One person can hold multiple security roles. Multiple security roles can take action on one business process. Workday security roles are not job titles. The roles are inherited based on access in the current systems. For details on each role, visit [Workday Help](#) (select *Get Started* and then *Workday and You*).

HR Departmental Processors/Liaisons:

- Absence Partner (only 'Partner' security role that is at a department level)
- HR Contact
- I-9 Processor
- Recruiting Coordinator
- Talent Analyst
- Timekeeper

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What Can Workday Security Roles Do?

Initiate:

- begin a business process; may be completed by multiple people with the same security role

Review:

- confirms data entered by initiator; allows editing of previously populated data

View:

- shows detail of an in progress business process; identifies where and with whom the process is currently

Approve:

- confirms data entered by initiator; allows approver to send back to initiator, but not edit

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2017 Leadership Institute - Applications Now Being Accepted

Applications for the 2017 Leadership Institute are now being accepted. The application packet and more information about the Leadership Institute application process can be found at EODinfo.tamu.edu/LI. The most frequent questions we receive are: 1) I can't attend all the sessions, can I still apply? (Answer: No, 100% attendance is required); 2) Who is making the selection? (Answer: The review committee, comprised of former participants, will receive application packets with identifying information removed; they will score using the selection criteria stated on the website and provide their recommendations to EOD); 3) What is the cost? (Answer: \$650 Texas A&M University employees; \$1,050 System employees). If you have questions, please contact HROE Professional Development at EODinfo@tamu.edu or (979) 845-4153.

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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.



Why are We Moving to Workday?

The Texas A&M University System (all 21 universities and agencies) is replacing various legacy mainframe payroll and human resource systems with one unified system called Workday. Workday will simplify and standardize processes, make it easier to get work done and harder to make mistakes, minimize administrative overhead and lower our operating costs, reduce risk and realize efficiencies with a cloud-based solution. Every member of the faculty, staff, student workers and retirees will be using the new HR, payroll and benefits tool beginning in December 2017.

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Workday Open Forum, July 19

Join the interactive Workday Open Forum this Wednesday, July 19 from 10:30 a.m. to 12:00 p.m. in the General Services Complex (101A). [Registration](#) is suggested, but not required. All employees, including HR Liaisons/department processors and managers/supervisors, are encouraged to attend in person or 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 Help – Learn Workday

Workday Help is accessible from your [SSO menu](#) and has information available to help you get acquainted with your new HR, payroll and benefits system, Workday! Texas A&M University employees will begin using Workday in December 2017. The Learn Workday section of [Workday Help](#) discusses security roles and the related training courses (including purpose and overview) associated with each role. Training will be available beginning September 18, but you can see what you will be expected to complete now.

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Workday Awareness Training

All employees, including those with HR Departmental Processor/Liaison and Manager roles, will have access to awareness training beginning September 18. These courses will cover Workday Core Concepts and Navigating Workday. HR Departmental Processors/Liaisons and Managers will have additional web-based training assigned in October. For additional information regarding the upcoming training, please visit [Workday Help](#) (then select [Learn Workday](#)) available through the [SSO menu](#).

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WELLNESS WORKS!

Please share the following information with employees in your department.

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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Lunch & Learn: Relax, Refresh, Renew!

Presented by Pure Bliss Spa Licensed and Experienced Professionals
Monday, July 31 | 12:00 p.m. - 1:00 p.m. | General Services Complex 101A
Light lunch provided by Pure Bliss Spa.

WELLNESS WORKS! encourages you to take time from your busy schedule to learn about the importance of self-care. Join us for an educational presentation on the different forms of personal care and rejuvenation offered through Pure Bliss Spa. Lunch provided - RSVP [here](#) for the Lunch & Learn. Learn more about Pure Bliss Spa by visiting their website. Visit wellness.tamu.edu to learn about more *WELLNESS WORKS!* programs.

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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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PAYROLL SERVICES

Payroll & Form I-9 Basics Class

Seats are still available for the [HR Liaison: Payroll & Form I-9 Basics](#) course offered Tuesday, July 25, 2017 from 9:45 – 11:45 a.m. in the GSC. Register soon to secure your spot.

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Paperwork Common Errors

Please carefully review employee documents before they are sent to Payroll Services to avoid payment delays.

Employee Personal Data Form Common Errors

- “Green Card” is not a valid Visa type; instead could be “Permanent Resident”.

- Only one country should be listed in the “Citizenship” field.
- A copy of the employees “Employment Authorization Document (EAD)” Card must be included for all visa types except F1, H1, J1, E3 and TN.
- Employee’s residence and/or mailing address cannot be outside the US; the Emergency Contact address can be outside the US.

W-4 Form Common Errors

- If the employee has a temporary ID number in lieu of a social security number, the employee should write the number in the upper right corner of the W-4 and leave box 2 blank.
- If an employee claims exempt from withholding they should leave box 5 blank.

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TIP OF THE WEEK

Workday is Coming to SSO!

All employees – faculty, staff, student – will begin using Workday accessible from the [SSO menu](#) in December 2017. Workday is modern, focused on users and streamlined with common business processes across the A&M System. Benefits of the intuitive, web-based application include 24/7 access over a secure network with self-service and mobile capabilities while positioning our organization to make changes and upgrades more readily in the future. Workday is designed to support the unique needs of higher education. For more information on Workday, visit [Workday & You](#) on the HROE website or [Workday Help](#) available from the SSO menu.

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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