



HR LIAISON NETWORK NEWS

October 2, 2017 | Share the following information within your departments as appropriate.

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PAYROLL REMINDERS

October 2:

- Monthly Pay Day
- Supplements and EPAs due at noon for special Pay Day of October 6

October 3:

- Biweekly EPAs due at noon

October 4:

- PPRs print

October 5:

- PPRs available online
- Supplemental PVDs available

October 6:

- Supplemental Pay Day

October 9:

- Supplements due at noon
- Uploads due at 1:00pm
- TimeTraQ due at 4:00pm

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HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

New Employee Welcome (TAMU NEW) Session October 11 – Please Register by Friday, October 6

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) Session* will be held Wednesday, October 11 from 9:30 a.m. to 2:00 p.m. (lunch included) in the General Services Complex. All employees welcome. Employees can register online at: 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 979.845.4153.

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HR Departmental Processor / Liaison Workday Skills Training

Training assignments have been pushed out in TrainTraQ today related to the upcoming instructor-led WebEx sessions covering many Workday topics related to the HR Departmental Processor / Liaison security roles. Registration will be required; please pay close attention to email notifications from *TrainTraQ Messenger* with the subject line of *Required Training*.

Topics covered during skills training include:

- GA050 Workday Core HCM Concepts (HR Dept Processor / Liaison)
- SK210 Recruiting

- SK220 Staffing and Onboarding
- SK230 Goals and Performance
- SK240 Tracking Time
- SK250 Managing Time Off and Leave
- SK260 Answer Common Employee Questions
- SK270 Answer Common Manager Questions and Go Live Information

Over a five week period, 15 WebEx sessions will be provided; however, space is limited in each session. Departments/Divisions/Colleges are encouraged to reserve meeting space for their HR Departmental Processors / Liaisons to participate and learn together.

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Training Compliance Reports for October – as of October 1, 2017

Attached are the monthly compliance reports for System-required employee training: 1) Required Employee Training Assignments Report, and 2) Required Employee Training Departmental Progress Report. The latter report lists, by ADLOC/Departments (M Workstation), the completion and past due percentages on all five required courses.

Summary

- 80 (47%) of the 170 M Workstation ADLOCs have 100% of employees up-to-date or current on training assignments.
- The total number of past due assignments decreased 4.9% from 1868 to 1777.
- The total number of past due employees decreased 16.1% from 1060 to 889.
- The total number of past due Faculty employees decreased 6.1% from 214 to 201.
- The total number of past due Budgeted Staff employees decreased 9.9% from 191 to 172.
- The total number of past due Wage Staff employees decreased 40.1% from 434 to 260.
- The total number of past due Graduate Assistant employees increased 57.1% from 21 to 33.
- The total number of past due Student Worker employees increased 11.5% from 200 to 223.

Required Employee Training Compliance Key Performance Measure

- Percentage of employees in M Workstation ADLOCs up-to-date or current on five required courses:
 Creating a Discrimination-Free Workplace, EEO – 98.2%
 Ethics – 97.9%
 Information Security Awareness – 97.0%
 Orientation to the A&M System – 99.0%
 Reporting Fraud, Waste and Abuse – 98.7%
 Required Training for Athletics Task Workers – 87.6%

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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.



Want to Learn More About Workday?

The best resource to learn about Workday is available right now on your [SSO](#) menu called *Workday Help*. This website is the Texas A&M System's link to training and help materials dedicated to our Workday solution. Please click around the website and check back often for new materials to help you explore your Workday!

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Workday Awareness Trainings

The following general awareness (eLearning) training is currently available in TrainTraq. Many of you may have received training assignments for these courses; if not, feel free to search for them in TrainTraq. Everyone is encouraged to expand their Workday knowledge and now is a great time to learn!

- GA010 TAMUS Workday Core Concepts
- GA020 Navigating Workday
- GA030 Workday's Core HCM Concepts (Core)
- GA040 Workday's Approach to HR Business Processes
- GA070 Reporting

- SK120 Safety

Accommodations are available for many of the courses (designated by “-A”) with more under development.

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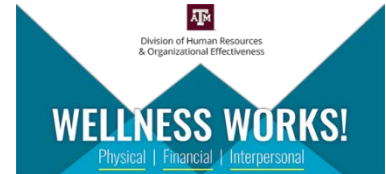
Workday Open Forum

The next Workday Open Forum will be held Thursday, October 19 from 12:00-1:30 p.m. in Rudder 601. Lunch will not be provided, but feel free to bring your own! Visit [Workday & You](#) and expand Workday Open Forums for further information, including registration (if attending in person) and WebEx information.

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WELLNESS WORKS!

Please share the following information with employees in your department.



Flu Vaccine Clinics in October

The Division of Human Resources and Organizational Effectiveness is partnering with Texas A&M College of Nursing, College of Pharmacy, College of Medicine and Texas A&M Physicians to offer flu vaccine (quadrivalent injection) clinics for any Texas A&M System employee and their eligible dependents. Vaccinations are covered under A&M insurance plans for faculty, staff, retirees and their eligible dependents. Required forms found [online here](#). [Post a flyer in your office!](#) See schedule below.

Walk-in Flu Vaccine Clinic:

- **October 4:** 7:30am – 5:30pm, [General Service Complex, 101 B&C](#)
- **October 5:** 7:30am – 5:30pm, [Koldus Building, 110 & 111](#)
- **October 20:** 8:30am – 3:00pm, [Student Rec Center, South Entry](#) (Held during the Employee Health & Wellness Fair.)

Drive-thru Flu Vaccine Clinic:

- **October 12:** ~~7:30am~~ 10am – 5:30pm, [Fan Field parking lot, Research Parkway](#) (Must be in a vehicle, no walk-ups.) **Note: Start time has been changed to 10 am.**

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Employee Health & Wellness Fair – Mark Your Calendars Now!

Friday, October 20 / 8:30 a.m. - 3 p.m. | Student Rec Center (South Entrance near Olsen Field)

WELLNESS WORKS! invites faculty and staff employees to attend the 2017 Employee Health & Wellness Fair on Friday, October 20 at the Texas A&M Student Recreation Center. The fair will include a vendor exhibit hall featuring a variety of health and wellness booths, breakout informational sessions, a sampling of employee fitness sessions, and a walk-in flu vaccine clinic. Details about advance registration and a session schedule will be posted soon on our website, but **Save the Date** and plan to join us at the fair! Parking is available in lot 100J - free with any valid Texas A&M parking permit or paid visitor parking available through [ParkMobile](#).

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October is Breast Cancer Awareness Month - One Screening Could Save Your Life!

Join us in the annual campaign to increase awareness and encourage action in the fight against breast cancer! While most people are aware of breast cancer, many fail to recognize that the most effective way to fight breast cancer is early detection. Act now - schedule your mammogram! Additional information available at <http://www.nationalbreastcancer.org/breast-cancer-awareness-month>.

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PAYROLL SERVICES

FY2018 EPA Creation End Date

With the activation of the 2018 budget, iterations beginning 12/01/2017 or later for monthly pay indicators and 12/17/2017 and later for biweekly pay indicators will no longer be allowed in Canopy. All actions (new hires, reappointments, source changes, terminations, etc.) effective after these dates should be entered in Workday. A cutoff date for EPA creation for actions starting earlier than 12/01/2017 will be announced soon. Please keep this in mind as the Fall progresses.

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Inactive Wage Employee Report

The September 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

Creditable State Service

Did you know that all employment within The Texas A&M University System, including time employed as a student worker, counts as creditable state service for a variety of employee benefits, such as longevity pay and vacation accrual. Read more here employees.tamu.edu/benefits/leave/longevity/ and be sure employees use the available resources to assure previous state employment has been verified and documented.

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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/liaisons

HR LIAISON
NETWORK
MEETINGS:

TBD