



HR LIAISON NETWORK NEWS

September 25, 2017 | Share the following information within your departments as appropriate.

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TIP OF THE WEEK

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PAYROLL REMINDERS

September 25:

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

September 28:

- Biweekly PVDs available online

September 29:

- Biweekly Pay Day

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

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

Division of HROE Staff Retreat on Thursday, September 28

All staff in the Division of Human Resources and Organizational Effectiveness (HROE) will be out of the office attending a retreat on Thursday, September 28. The HROE office in GSC Suite 1201 will be open and student assistants will be available at the front desk to answer basic questions, take messages, and collect packages. All emails/calls will be returned the following business day. If you have an urgent matter and/or need immediate assistance on September 28, please call 979.845.4141.

Please mark your calendars and plan ahead for assistance you may need from any of our departments. We will resume normal business hours on Friday, September 29.

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Introducing Marlo Kibler, Assistant Director, Benefit Services

We are pleased to introduce Marlo Kibler as the new Assistant Director, Benefit Services. Marlo has significant achievements, benefits expertise and HR experience with Kent State University as well as the private sector. She has a B.B.A. and M.B.A. in Organizational Management from Tiffin University in Ohio. Marlo can be reached at mkibler5@tamu.edu or (979) 862-4956. Please help welcome Marlo to Texas A&M University!

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HR Liaison Roles in Workday

As a reminder, HR Liaisons will inherit certain department level Workday security roles based on their access in today's applications. For a detailed description of these roles, please review the Texas A&M Workday Security Role Assignments document located under Workday & HR Liaisons on [Workday & You](#).

Current System Role	Workday Security Role
LeaveTraq Department Admin	Absence Partner
EPA Creator / HRConnect Department Admin	HR Contact
Guardian I-9 User	I-9 Processor
TimeTraq Department Admin	Timekeeper
PATH HR Liaison	Recruiting Coordinator
PATH HR Liaison	Talent Analyst

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Crosswalks Between Today's Tools and Workday

To view the available crosswalks – EPA to Workday Crosswalk, HRConnect to Workday Crosswalk, iBenefits to Workday Crosswalk – visit [Workday Help](#) available on your [Single Sign-On \(SSO\) menu](#) under *Get Started*.

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

Please continue to review the *Employee's Managers List* report available through the SSO Department Admin role. All employees must have a primary manager designated in SSO to convert to Workday. For more information, including instructions on how to run the report, visit the [Workday & HR Liaison](#) portion of [Workday & You](#).

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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 Resources

Resources from the September 18 forum, including the presentation slide deck, handout and link to the WebEx recording, are now available on [Workday & You](#). Check out these resources and information posted about the October 19 Workday Open Forum.

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Workday General Awareness Training Assignments

HR Departmental Processors / Liaisons and Managers (supervisors) have been assigned the following eLearning courses in [TrainTraq](#): *TAMUS Workday Core Concepts*, *Navigating Workday* and *Reporting*. Please login to TrainTraq from your [SSO menu](#) to view and complete the assignments.

Didn't receive any Workday assignments, but would like to learn more? Select the Course Catalog tab in [TrainTraq](#) and search for *Workday* to see the available courses. All employees are encouraged to complete the Workday general awareness courses.

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Workday Training – What's Next?

Additional Workday skills training will be assigned via TrainTraq to individuals beginning in October. HR Departmental Processors / Liaisons will receive skills training in the form of instructor-led WebEx sessions covering specific topics each week. The WebEx content will be repeated three times each week in addition to being recorded. Colleges and Divisions are encouraged to reserve meeting space for their respective HR Liaisons to participate as a team in during these learning opportunities.

- Workday Core HCM Concepts (HR Dept Processor / Liaison)
10/17/17 (10am-12pm) | 10/18/17 (1-3pm) | 10/19/17 (2-4pm)
- Recruiting
10/24/17 (10am-12pm) | 10/25/17 (1-3pm) | 10/26/17 (2-4pm)
- Staffing and Onboarding
10/31/17 (10am-12pm) | 11/1/17 (1-3pm) | 11/2/17 (2-4pm)
- Goals and Performance; Tracking Time; Managing Time Off and Leave
11/7/17 (10am-12pm) | 11/8/17 (1-3pm) | 11/9/17 (2-4pm)

- Answering Common Employee and Manager Questions; Go Live Information
11/14/17 (10am-12pm) | 11/15/17 (1-3pm) | 11/16/17 (2-4pm)

Managers will complete skills training through eLearning courses in TrainTraq. Topics covered will include:

- Workday Core HCM Concepts (Manager)
- Merit and Performance Management
- Managing Your Inbox
- Recruiting
- Staffing and Separation
- Time Off and Leave / Time Tracking

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Workday Job Aids

Job aids are now available on [Workday Help](#) under *Use Workday* to help with the transition to Workday. Topics covered include Workday Basics such as Using Search, Managing Your Inbox and Manage Delegations. Job aids specific to the Employee (faculty and staff), Manager, Student Worker and Retiree include Personal Information, Time, Time Off, Leave, Payroll, Benefits, Talent Management, Safety and Mobile. Check out these step-by-step resources today!

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Workday Manager Role

Do you supervise one or more employees (staff, faculty, student worker, graduate assistant)? If so, you are considered a supervisor which will have a Manager security role in Workday. This is a role (not job title) for users with at least one direct report. For resources related to the Manager role, visit employees.tamu.edu/workday/workday-managers/.

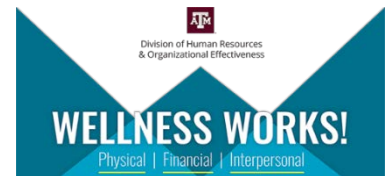
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WELLNESS WORKS!

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 – 5:30pm, [Fan Field parking lot, Research Parkway](#) (Must be in a vehicle, no walk-ups.)

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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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Fitbit Corporate Wellness Program – Discount Storefront Now Open!

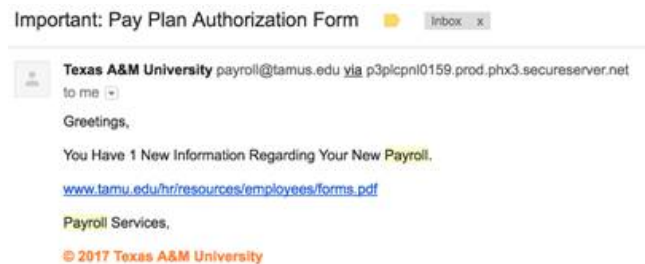
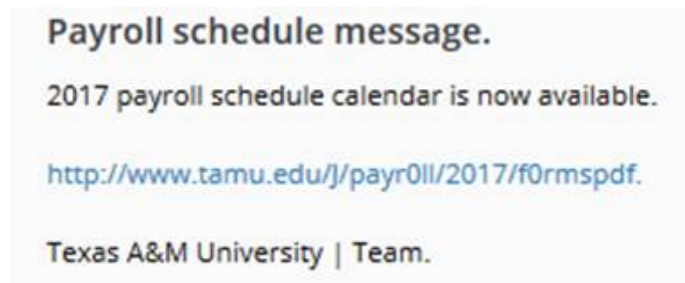
The discount storefront available through our Fitbit Corporate Wellness Program has been **extended through July 1, 2018**. Eligible employees may purchase up to two discounted fitness trackers at the discounted rate. [Additional information here.](#)

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PAYROLL SERVICES

Phishing Emails with Payroll-Related Topics

Payroll Services and other Texas A&M staff across main campus continue to report receiving emails with Payroll-related topics such as:



These emails are not coming from Payroll Services and are sent by outside parties attempting to obtain your log-in credentials to compromise your account. Payroll Services normally communicates to departments via this weekly HR Liaison Network News or by processing teams emailing their departmental contacts directly. Please remain vigilant and do not hesitate to contact Payroll Services if you question the validity of an email before clicking any links.

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TIP OF THE WEEK

New Employees Require a Manager

Did you know that all new employees, including Graduate Assistants, need to have an employee/manager relationship setup in Single Sign-On? This relationship (currently needed for applications such as TimeTraq, LeaveTraq and TrainTraq) will determine where the employee falls within the Workday supervisory organization structure. SSO Department Administrators need to make sure to add/update the employee's manager at the time of hire by following these easy steps: 1) select the *Dept Admin* tab in the top right-hand corner of the SSO menu, 2) select the appropriate employee, 3) click on the *Managers* tab, and 4) finally the *Add Manager* link. Visit it.tamu.edu/ssso/?s=adding+a+manager+for+an+employee for more information.

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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