



# HR LIAISON NETWORK NEWS

October 9, 2017 | Share the following information within your departments as appropriate.

## HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

[Change in Authorization to Fill Process](#)

[PATH Position Description Actions Completed by 10/27 Will](#)

[Transition to Workday](#)

[HR Departmental Processor / Liaison Skills Training](#)

[Crosswalks Between Today's Tools and Workday](#)

[Current System to Workday Cutover Activity](#)

[HR Liaison Designations – New Access / Change Access](#)

[Appointments Needed for Benefit Services](#)

### WORKDAY

[Crosswalks to Workday](#)

[Explore Workday: Manager Navigation, Inbox and Delegation](#)

[Workday Customers in Higher Education](#)

### WELLNESS WORKS!

[Employee Health & Wellness Fair October 20](#)

[Flu Vaccine Clinics October 12 & 20](#)

### TIP OF THE WEEK

[Campaign for Disability Employment](#)

## PAYROLL REMINDERS

October 9:

- Supplements due at Noon
- Uploads due at 1:00pm
- TimeTraq due at 4:00pm

October 12:

- Monthly EPAs due at Noon
- Biweekly PVDs available online

October 13:

- Biweekly Payday

October 16:

- Electronic BVDs available

October 17:

- Electronic BVDs due at 4:00pm
- Biweekly EPAs due at Noon

[Processing Schedules](#)

[Payroll Reports](#)

## HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

### Change in Authorization to Fill Process

The [Authorization to Fill form](#) is no longer required as documentation for submitting a staff posting to Recruitment and Workforce Planning. The required approvals for filling staff vacancies will be the responsibility of each division or college. The form may continue to be used as applicable within a division or college to document authorization to fill, but it no longer needs to be provided to HROE in order to post a staff vacancy. Monthly centralized reporting of approvals is discontinued. Check with your department or division/college leadership for further information about hiring authorization that may be required for your office. If you have any questions about this change, contact Rita Bowden at [rbowden@tamu.edu](mailto:rbowden@tamu.edu) or 979.862.1015.

[Top](#)

### PATH Position Description Actions Completed by 10/27 Will Transition to Workday

To meet deadlines for the December 2017 Workday implementation, a snapshot of PATH position description data for staff PINs will be taken on Friday, 10/27/17. Any reclassification and update actions on existing PINs with HR approval completed by 10/27 will be transitioned to Workday through a data load process. Any actions completed after 10/27 as well as any staff new position approvals that do not yet have budgeted PINs in the payroll system will not transition to Workday through the data load. Departments may continue to submit actions in PATH after 10/27 but please note that the information will have to be re-entered into Workday once it is available. Please watch for additional announcements coming soon related to postings, applicant access and hire dates. For questions related to the PATH position description transition, contact HROE Classification and Compensation at [hrcomp@tamu.edu](mailto:hrcomp@tamu.edu) or 979.845.4170

[Top](#)

## HR Departmental Processor / Liaison Skills Training

Workday skills training will be available via instructor-led WebEx sessions beginning the week of October 16. The sessions will be delivered Tuesday, Wednesday and Thursday over a five week period. In addition, one session each week will be recorded for viewing at a later date. HR Liaisons should refer to TrainTraq for their required course assignments. To receive credit for the assignment, you must register even if you plan to watch the recorded version later.

### Skills Courses:

1. GA050, *Workday Core HCM Concepts* (all HR Dept Processors / Liaisons)
2. SK210, *Recruiting* (Recruiting Coordinator)
3. SK220, *Staffing / Onboarding* (HR Contact, Research Partner, UIN Partner, I-9 Processor)
4. SK230/SK240/SK250, *Goals/Performance; Track Time; Time Off/Leave* (HR Contact, Talent Analyst, Timekeeper, Absence Partner)
5. SK260/SK270, *Answering Employee and Manager Questions* (all HR Dept Processors / Liaisons)

[Top](#)

## Crosswalks Between Today's Tools and Workday

Two new crosswalks are available – LeaveTraq to Workday Crosswalk and TimeTraq to Workday Crosswalk. To view all the available crosswalks visit [Workday Help](#) available on your [Single Sign-On \(SSO\) menu](#) under *Get Started*.

[Top](#)

## Current System to Workday Cutover Activity

As the transition to Workday continues to progress, work in our current applications will come to a halt in just a few short weeks. All A&M System Members have been encouraged to complete all personnel actions PRIOR to November 21 or hold off until December 18. Please carefully review the cutover information available [HERE](#) and prepare accordingly. Additional dates related to the PATH system and EPA submissions are being finalized and will be shared as soon as possible.

[Top](#)

## HR Liaison Designations – New Access / Change Access

Due to the Workday transition, HROE will no longer accept HR Liaison designation forms to *add* HR Liaisons or *change* current HR Liaison access **effective October 18, 2017**. Forms will continue to be processed for the *delete* access action. Special needs will be handled through [hrnetwork@tamu.edu](mailto:hrnetwork@tamu.edu) on a case-by-case basis. An announcement will be forthcoming when the HR Liaison designation process is expected to resume. Thank you for your understanding!

[Top](#)

*Please share the following information with ALL employees in your work area.*

## Appointments Needed for Benefit Services

For your convenience Benefit Services wants to make the most of your visits with us! Retirees and employees who wish to meet with a member of Benefit Services must call 979.862.1718 or email [benefits@tamu.edu](mailto:benefits@tamu.edu) to make an appointment. **We will NO LONGER be accepting walk-ins effective Monday, November 6, 2017.** Your HROE Benefits team member will schedule your assigned date and time to come in to meet with us. In-person appointment days will be held on Wednesdays and Thursdays from 9:00 a.m. to 4:00 p.m. at the General Services Complex 750 Agronomy Road Suite 1201.

[Top](#)

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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.*



## Crosswalks to Workday

As an employee, many of the tasks you currently complete in HRConnect, iBenefits, LeaveTraq and TimeTraq will be transitioned into Workday beginning December 17. To help employees prepare for this change, several crosswalks between today's tools and Workday have been created and are available as a resource for

employees to explore their role in Workday. Visit [Workday Help](#) available on your [Single Sign-On \(SSO\) menu](#) and select Get Started to view all the available crosswalks.

[Top](#)

### Explore Workday: Manager Navigation, Inbox and Delegation

Employees in a Workday Manager security role are encouraged to check out the latest YouTube video available on the TAMUS Workday channel. The video – *Explore Workday: Manager Navigation, Inbox and Delegation* – is available on the HROE website at [Workday & Managers](#) as well as on YouTube [here](#).

[Top](#)

### Workday Customers in Higher Education

Many of our peers in higher education have already made the switch to Workday. Find out why they have embraced their Workday by watching the following short video clips.

[Georgetown University](#)

[Yale University](#)

[Broward College](#)

[The Ohio State University, Rochester & Vassar](#)

[Top](#)

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## WELLNESS WORKS!

*Please share the following information with employees in your department.*



### Employee Health & Wellness Fair October 20

Faculty and staff are invited to join us at the Employee Health & Wellness Fair hosted by **WELLNESS WORKS!** to learn about physical, financial, and interpersonal wellness on Friday, October 20, 8:30 a.m. - 3:00 p.m. at the Student Rec Center - South Entrance near Olsen Field, park in lot 100J behind Rec.

The fair will feature:

- Vendor Exhibit Hall
- Breakout Sessions
- Fitness Classes
- Flu Vaccine Clinic & Health Screenings
- Airrosti Pain & Injury Assessment ([RSVP here](#))
- HomeMeds Medication Screening ([RSVP here](#))
- Special appearances by:
  - Dr. Patricia Sulak - Living Well Aware at Texas A&M
  - Lindsay Greening - Piranha Fitness Studio

**RSVP required for the Luncheon & Keynote:** *"Who is in charge of your healthcare - your physician, your health insurance provider, YOU?"* by Dr. Robert Morrow, President of Southeast Texas at Blue Cross and Blue Shield of Texas.

Full schedule of events and more details coming soon at [wellness.tamu.edu](http://wellness.tamu.edu).

[Top](#)

### Flu Vaccine Clinics October 12 & 20

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 and detail of what to bring with you are found [online here](#).**

- **Drive-thru Flu Vaccine Clinic:**  
**October 12:** 10:00am (new start time) – 5:30pm, [Fan Field parking lot, Research Parkway](#).  
*Must be in a vehicle, no walk-ups.*
- **Walk-in Flu Vaccine Clinic:**  
**October 20:** 8:30am – 3:00pm, [Student Rec Center, 1132 \(South Entry\)](#)

(Held during the Employee Health & Wellness Fair. Park in lot 100J behind Rec.)

[Top](#)

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## TIP OF THE WEEK

### Campaign for Disability Employment

The Campaign for Disability Employment seeks to promote positive employment outcomes for people with disabilities by encouraging employers, and others, to recognize the value and talent that people with disabilities bring to the workplace. October is National Disability Employment Awareness Month and HROE asks that you join us and learn more about what you and your department can do to support these efforts. For tools and resources, visit [employees.tamu.edu/managers/disability-campaign](https://employees.tamu.edu/managers/disability-campaign).

[Top](#)



Division of Human Resources  
& Organizational Effectiveness

**QUESTIONS?** [HRnetwork@tamu.edu](mailto: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](https://employees.tamu.edu/liasons)

HR LIAISON  
NETWORK  
MEETINGS:

TBD