



HR LIAISON NETWORK NEWS

October 23, 2017 | Share the following information within your departments as appropriate.

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PAYROLL REMINDERS

October 23:

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

October 26:

- Biweekly PVDs available online

October 27:

- Biweekly Pay Day

October 30:

- Supplements and EPAs due at noon

October 31:

- Biweekly EPAs due at noon

[Processing Schedules](#)

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HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

Workday Skills Training via WebEx

As a reminder, Workday skills training will be available via instructor-led WebEx sessions. 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 on participating as a group or watch the recorded version later. HR Liaisons participating in the weekly Workday WebEx sessions as a group will need to complete and submit the appropriate sign-in sheet available under Resources, [HERE](#).

Skills Courses:

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

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UPDATE: PATH Position Description Actions Transitioning 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 **Tuesday, November 7**. (Note that this is an extension from the previously-

announced date of October 27, 2017.) Any reclassification and update actions on existing PINs with HR approval **completed by November 7 will be transitioned to Workday** through a data load process. Any actions completed after November 7 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 November 7 but please note that the information will have to be re-entered by the department into Workday once it is available. For questions related to the PATH position description transition, contact HROE Classification and Compensation at hrcomp@tamu.edu or 979.845.4170.

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HSC Staff Position Descriptions Transitioning to Workday

To meet deadlines for the December 2017 Workday implementation, a snapshot of position description data for Health Science Center staff PINs will be taken on **November 7, 2017**. Any reclassification and update actions on existing PINs with HSC HR approval **completed by November 7 will be transitioned to Workday** through a data load process. Any actions completed after November 7 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 LaserFiche after November 7 but please note that the information will have to be entered by the department into Workday once it is available on December 17. It is recommended that you minimize staff actions during the period after November 7 if possible. Please update the position description project spreadsheets through November 6 and submit to Kim Johnson by close of business November 6, 2017. For questions related to the HSC position description transition, contact Kim Johnson at kimjohnson@tamu.edu or 979.458.3051.

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PATH Postings and the Transition to Workday

Current postings open or on hold in PATH **cannot** be loaded or migrated to Workday. For HSC departments, current postings open or on hold in the HSC jobs site also cannot be loaded or migrated to Workday. Therefore, departments who currently have open postings or are expecting to open postings in PATH or HSC jobs before early December will need to take note of the following dates:

- **Thursday, December 7** – Last date for postings to be submitted to HR for posting in PATH or HSC jobs, if the department does not want to wait to open the job requisition in Workday. *Job requisition* is the term in Workday that means the same as *posting* in PATH or HSC jobs.
- **Friday, December 15** – All PATH and HSC jobs postings are placed on hold. Departments may complete their hiring selection from the applicants to their open positions in PATH or HSC jobs, but the postings will be closed to additional applicants.
- **Monday, December 18** – First business day Workday is open for job requisitions to be submitted.

Departments will want to consider this timing, as well as typical time-to-fill for their positions, when determining whether to complete the hiring process from the PATH posting or HSC jobs posting, as applicable, or plan to open it for a new applicant pool in Workday.

For questions related to PATH postings, contact Rita Bowden at rbowden@tamu.edu or 979.862.1015.

For questions related to HSC postings, contact Kim Johnson at kimjohnson@tamu.edu or 979.458.3051.

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

Reminder: 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 will need to call 979.862.1718 or email 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.

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Workday Training

Staff from HROE, Payroll Services, Dean of Faculties and Graduate Studies will be participating in Workday Core (Central Administrator) Classroom Training beginning Tuesday, October 24 and continuing through Friday, November 10. Business will continue in each department, but please be aware that not all staff will be available at all times. We appreciate your patience.

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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 – Two More Before Go Live!

All employees, especially HR departmental processors / liaisons and managers / supervisors are encouraged to attend the last few Workday Open Forums before our Go Live date of December 17. The forums will take place in Rudder 601 from 9:30 – 11:00 a.m. on Wednesday, November 15 and Wednesday, December 13. Visit [Workday & You](#) and expand Workday Open Forums for further information, including registration (if attending in person) and WebEx information.

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Workday Open Forum Resources Available

The presentation from the October 19 forum and the WebEx recording are now available at [Workday & You](#) under Workday Open Forums. The presentation includes important information pertaining to security role changes, crosswalks, job aids, video links, cutover period dates, user support, recent Q&As and more! Check it out today!

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Texas A&M Workday Operations Team

The Division of Human Resources & Organizational Effectiveness has recently formed a Workday Operations Team to support Texas A&M faculty, staff, and student employees with the transition to Workday through training, online resources, and dedicated customer care. The team consists of project leads, subject matter experts (SMEs) from HROE and Payroll Services, technical trainers, communicators, and a small group of departmental HR Liaisons representing a variety of colleges/divisions across Texas A&M University including the Health Science Center. This operations team will position Texas A&M for a successful transition to Workday prior to and after Go Live (December 17, 2017). Additional information about the team including contact information is forthcoming.

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56 Days until Go Live!!!!

WELLNESS WORKS!

Please share the following information with employees in your department.

Financial Wellness Counseling

WELLNESS WORKS! is facilitating one-on-one financial wellness consultations with financial/retirement advisors on campus in the General Services Complex (GSC) Room 1203 or 1205. These consultations will be provided by Lincoln Financial Group and TIAA advisors and are intended to help employees learn ways to take control of their financial well-being. Both Lincoln Financial Group and TIAA are approved A&M System retirement vendors. Click [here](#) to learn more about this opportunity to enhance your financial well-being.

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FREE Fitness Sessions for Texas A&M Faculty and Staff

Looking for opportunities to maximize your [Wellness Release Time](#)? Check out one of our free fitness sessions for Texas A&M faculty and staff brought to you by WELLNESS WORKS!. Our fitness sessions are led by certified instructors from Rec Sports and other local health experts including Open Sky Health and Piranha Fitness Studio.

[Fall 2017 Fitness Schedule](#) (August 28 – December 5)

*WELLNESS WORKS! participants are required to sign-in at the Rec Center Member Services desk for classes at Rec Sports.

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PAYROLL SERVICES



Important Payroll Dates Related to Workday

- **November 17 at NOON:** Deadline for EPA submission to Payroll Services in order to meet November 20 deadline for EPA routing completion in Canopy.
- **November 20:** Deadline for EPA routing to be completed in Canopy for employee actions (*e.g. hires, transfer in, reclassifications/promotions, salary changes*) to be automatically converted to Workday without further action by the department. Any EPA actions not complete on or before 11/20/2017 will have to be held and processed at later dates as described below.
- **November 21 – December 16:** Payroll actions for hires, terminations and other personnel actions that cannot be delayed until after Workday launch will have to be submitted for manual handling in both BPP and Workday. Since entry into will be required in both systems, it will be important to the success of the transition to minimize payroll transactions during this period. Additional information regarding the process for documentation is forthcoming.

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Supplemental Wages and Emolument Tax Change

Effective with the implementation of Workday, all supplemental wages (extra pay) and emoluments will have federal income tax withholding at 25%, in compliance with IRS regulations. The W-4 rate can no longer be utilized or requested.

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TIP OF THE WEEK

Discover Workday

All employees are encouraged to explore Workday by visiting *Workday Help* available on the [Single Sign-On \(SSO\) menu](#). Visit *Workday Help* today to review the step-by-step job aids, crosswalks, training information and more!

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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