HR LIAISON NETWORK
MOVING FORWARD

Human Resources & Organizational Effectiveness

October 31, 2018
HR Liaison Support

Laura Dohnalik
Workday HRIS Manager

Melanie Upton
HR Liaison Administrator / Workday Analyst
HR Liaison Security Roles

**Workday**
- Absence Partner
- HR Contact
- Timekeeper
- Recruiting Coordinator
- Talent Analyst

**Single Sign On (SSO)**
- Guardian*
- Train Traq
- SSO Dept Admin
- UIN Manager
- UIN Search

*Workday I-9 Processor = Guardian
HR Liaison Network

• Membership, including Health Science Center
• Maintaining Membership
  – regular attendance at HR Liaison Network Meetings
  – complete required training and continuing education
  – read and share information provided in the weekly HR Liaison Network News (LNN)
The LNN contains important HR, Payroll and Wellness information; it is emailed to departmental HR Liaisons weekly. They share this information within their departments as needed.
Newsletters:
- Wellness Happenings Monthly Newsletter
- Deer Oaks Employee Enhancement Monthly Newsletter
- A&M System "Benefit Briefs" News
- HR Liaison Network News (Weekly)
HR Liaison Network News contains important HR and Payroll information; it is emailed to departmental HR Liaisons weekly. They share this information within their departments as needed. Find your HR Liaison contact information here.

To search for past editions of HR Liaison Network News, please expand by year.

### January 2018

- **January 2, 2018** - Recruiting in Workday, Faculty Hiring, Workday Clinics, On Call Hours in Workday, Cost Center Approver Role, Training Compliance Reports for January - As of January 1, 2018, Paying Employees for Past Pay Days.
- **January 8, 2018** - Important Workday Tip for Change Job Process to Avoid Pay Errors, Employees with Multiple Positions in Workday, HR Contacts Should Initiate Termination Processes in Workday, Creating
Who to contact?

workday@tamu.edu

Decommissioned as of October 1, 2018
Who to contact?

- Job Seekers
- New Employees
- Employees
- Employee Training Schedule
- Managers
- HR Liaisons
- Retirees
- Find Help
- Workday @ Texas A&M

NEW! - Who to Contact?
HROE Shared Email Accounts

HR Liaison Network
Workday Delegations
Workday Security Roles

STRATEGIC PROGRAMS -
HR LIAISON/WORKDAY
hnetwork@tamu.edu
# Workday Supervisory Organizations

**02470000 Qatar Campus (Ioannis Economou (Inherited))**

<table>
<thead>
<tr>
<th>Type</th>
<th>Supervisory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superior Organization</td>
<td>02470000 Qatar Campus (Ioannis Economou)</td>
</tr>
<tr>
<td>Organization ID</td>
<td>02470000_M40493</td>
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<tr>
<td>Subordinates (first 5)</td>
<td>02470000 Qatar Campus (Albertus Retnanto)</td>
</tr>
<tr>
<td></td>
<td>02470000 Qatar Campus (Dominique Guérillot)</td>
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<tr>
<td></td>
<td>02470000 Qatar Campus (Mahmood Amani)</td>
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<tr>
<td></td>
<td>02470000 Qatar Campus (Mohammad Rahman)</td>
</tr>
<tr>
<td></td>
<td>02470000 Qatar Campus (Nayef Alyafei)</td>
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<table>
<thead>
<tr>
<th>Members</th>
<th>Details</th>
<th>Staffing</th>
<th>Roles</th>
<th>Security Groups</th>
<th>Organization Assignments</th>
</tr>
</thead>
</table>
Employee / Manager Relationship

Laura Dohnalik

Supervisory Organization
02120006 Human Resources (Mary Schubert)

Location
College Station TAMU

Position Title
M33213 Manager, Human Resources

Manager
Mary Schubert
### Business Process Awaiting Action

<table>
<thead>
<tr>
<th>Status</th>
<th>Completed On</th>
<th>Due Date</th>
<th>Person</th>
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</thead>
<tbody>
<tr>
<td>Awaiting Action</td>
<td></td>
<td>10/09/2018</td>
<td>Ada Green (HR Partner)</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Betty Gibson (HR Partner)</td>
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<td></td>
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<td>Carmen Garcia (HR Partner)</td>
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<td></td>
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<td>Christopher Brooks (HR Partner)</td>
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<td>Clint Wolf (HR Partner)</td>
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<td>Debbie Watkins (HR Partner)</td>
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<tr>
<td></td>
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<td>Deborah Huff (HR Partner)</td>
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</tbody>
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Future

Update Website
- HR Liaison / Workday sections of HROE Website
- Update information and improve functionality

Training
- Workday specific training through Professional Development
- Continuous audit of security roles and training

Redesign LNN
- Improve layout and functionality of LNN
1. Attend training
2. Read LNN and utilize the available resources
3. Attend HR Liaison Network Meetings
4. Submit questions via hrnetwork@tamu.edu

We are here to support you and appreciate your partnership!
Laura Dohnalik
Melanie Upton
hrnetwork@tamu.edu
employees.tamu.edu

HROE CORE VALUES:
Integrity | Diversity & Inclusion | Excellence | Respect | Innovation | Engagement