HR LIAISON NETWORK NEWS: Week of February 25, 2019

February 25, 2019 | Share the following information within your departments as appropriate.

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS
Upcoming HR Liaison Events
Save the Date: CSBA Conference May 20, 2019
Workday 32 Preview WebEx Session
Workday Training Changes and Updates

PAYROLL
Earlier Deadlines for Biweekly #19-14 & Estimated Hours
Underpayment / Overpayment / No Payment Pay Results

WELLNESS WORKS!
Wellness Happenings for February

PAYROLL REMINDERS
February 25:
• #19-13 Current Timesheets, Workday BP Approvals, Lump Sum Payouts & Supplements due at 11am
• #19-13 Pay Calculation Results Report available at 12pm

February 26:
• #19-13 Timesheets locked; only Timekeepers can update
• Run Timekeepers Reports
• #19-13 Pay Calculation Results Report Refreshed at 10am

March 1:
• #19-13 Biweekly Pay Day
• Monthly Pay Day

March 6:
• #19-14 RETRO Timesheets & Workday Retro BP Approvals due at 5pm

Processing Schedules
Payroll Reports
Payroll Processing Calendar Key

HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS

Save the Date for Upcoming HR Liaison Events
• HR Liaison Network Spring Meeting
  General Services Complex, 101A
  Thursday, February 28, 2019 (Registration closes at 5pm on February 26)
  Morning Session 9:30am-12:00pm or Afternoon Session 2:00-4:30pm
  Registration and networking begins at 9:00am and 1:30pm

• HR Liaison Training Conference, March 20-22, 2019
  Rudder Tower
  Wednesday, March 20 - Friday, March 22
  Registration opening soon!
Save the Date: CSBA Conference May 20, 2019
Sent on behalf of the Committee of Senior Business Administrators
Please mark your calendars now and make plans to attend the Committee of Senior Business Administrators (CSBA) Spring Conference, to be held on Monday, May 20, 2019, from 8:30am to 4:30pm at the Memorial Student Center. The conference will include exciting keynote speakers and concurrent sessions as well as the 2019 Best in Business awards presentation. Stay tuned for an agenda and conference registration information coming soon.

Workday 32 Preview WebEx Session
As a reminder, presentation decks are made available following the WebEx session on Workday Help in the Use Workday section.

- Workday 32 Preview
  Thursday, February 28, 2019
  8:30-9:30 am

  Link to event: https://tamus.webex.com/tamus/onstage/g.php?MTID=efae69c7bec6793e8f3bb5a0179aa8b74

  Audio conference: 1-415-655-0003
  Access code: 922 458 518
  Event Password: Workday

Workday Training Changes and Updates – Week of February 18
Workday Training changes have been posted online. Training changes include updated Job Aids regarding SGIP for New Hires, a quick reference guide for Summer Appointments and Holiday Paid Time Off. WebEx Decks/Recording and New eLearning are also listed. Updates include Absence Management, Compensation, Reporting and Staffing. Full details about these updates are found on the Weekly Workday Updates webpage.

PAYROLL
Earlier Deadlines for Biweekly #19-14 & Estimated Hours
Due to the upcoming Spring Break Holiday on Friday, March 15, all deadlines associated with Biweekly #19-14 are earlier than normal:

  Wednesday, March 6
  • #19-14 Retro Timesheets & Workday BP Approvals due at 5:00pm

  Friday, March 8
  • #19-14 Current Timesheets & Workday BP Approvals, Lump Sum Payouts & Supplements due at 11:00am

  Monday, March 11
  • #19-14 Timesheets Locked, only Timekeepers can update

Benefit-eligible biweekly paid employees without sufficient accrued time off, students, GANTS and temp/casual employees should not be allowed to estimate time. Missed hours & timesheet corrections can be added to a timesheet up to three prior pay periods back and submitted to the manager for approval and payment at a later date. Please notify your employees, managers and timekeepers of the earlier deadlines and plan accordingly.

Underpayment / Overpayment / No Payment Pay Results
Payroll Services continues to receive calls & emails each payday from departments reporting underpayments, overpayments or no payments. The issues are being identified on paycalc later. Most issues could have been identified by departments prior to paycalc deadlines. It is imperative that all departments generate and review the Pay Calculation Results for a Period report every biweekly and monthly payroll. These reports are the Workday equivalent of former BVD and TimeTraq reports; they should be reviewed to ensure employees will receive their expected salary / hours, one-time payment request, recurring payments and/or allowances. This is also an opportunity to make sure new hires since the last payroll will receive pay. Initiation of a business process is not assurance that
expected pay results are populating as part of the employees paycheck. If an error or omission is identified before paycalc deadlines, payroll services staff can work with you and try to correct, as long as business processes are fully completed.

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WELLNESS WORKS!
Please share the following information with employees in your department.

WELLNESS WORKS!
WELLNESS WORKS! monthly newsletter here! This newsletter includes a variety of wellness topics and event registration information including:

News/Announcements:
- Show Your Heart Some Love by sneaking in healthy physical activity during a sedentary workday
- Deer Oaks EAP Employee Enhancement Newsletter
- New A&M Care Plan Wellness Premium Incentive Requirements

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Questions? HRnetwork@tamu.edu | 979.862.3191 | 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

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