HR Liaison Network & Workday Updates

Human Resources & Organizational Effectiveness

February 28, 2019
HR Liaison Audit

**Membership Audit**
- Workday Security Roles
- Designation Forms

**Training Audit**
- HR Liaison Training completed since 2017
- Assignments in TrainTraq
HR Liaison Training Curriculum

- Required for HR Liaisons designated since 2017 and HR Liaisons that did not complete the previous certificate program
- Course completions since 2017 will be counted in audit
- Consists of foundational (required for all HR Liaisons) and functional courses (required based on Workday security roles)
- Training assignments made in TrainTraq; due date of December 31, 2019
HR Liaison Training Conference

• March 20-22, 2019 @ Rudder Tower
• 8 courses being offered
  – Position Descriptions and Hiring Procedures
  – Benefits Overview
  – Leave Policies and Procedures
  – Organization Consulting & Resolution Management Overview
  – Workers Compensation Procedures
  – Family Medical Leave Act - FMLA
  – Paying Employees in Workday
  – Fair Labor Standards Act – FLSA, Working Hours
Workday Updates

• Workday 32 coming **March 9**
  – Main areas impacted:
    • **Payroll** (Retro Pay Processing, New Payroll Register, Payroll Reports)
    • **Recruiting** (Job Req Workspace, Viewed Job Applications on Candidate Lists, Mass Actions, Duplicate Candidate Merging, and Candidate Pipeline)
    • **Safety Incident Tracking** (Report Safety Incident)
    • **User Interface** (Inbox Filters)
  – More information available in HR Liaison Network News (02/18/2019)
  – Workday 32 Preview presentation slide deck available in *Workday Help* in the Use Workday section (Second chance March 5, afternoon)

• Workday Training Pilot Completed
• We welcome your Workday feedback; please submit to hrnetwork@tamu.edu
Keep an eye (or two) on HR Liaison Network News for updates on HR Liaison training.

The HR Liaison [https://employees.tamu.edu/liaisons/](https://employees.tamu.edu/liaisons/) and Workday [https://employees.tamu.edu/workday/](https://employees.tamu.edu/workday/) websites are getting an overhaul…coming soon!

Remember, we are all in this together.

Save the Date: HR Liaison Network Summer Meeting - June 25, 2019
HROE CORE VALUES:
Integrity | Diversity & Inclusion | Excellence | Respect | Innovation | Engagement

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