HR LIAISON NETWORK 
& WORKDAY UPDATES

Human Resources & Organizational Effectiveness

February 26, 2020
HR Liaison Security Roles

**Workday**
- Absence Partner
- HR Contact
- I-9 Processor
- Recruiting Coordinator
- Talent Analyst
- Timekeeper

**SSO**
- UIN Manager
- UIN Search
- Guardian
- SSO Admin
- TrainTraq
Security Role Audit

Workday Security Role Audit*

TAMU 354

TAMU-HSC 137

*As of 2-5-2020

Employee Type

- Other
- Faculty
- Graduate Asst
- Student
- Staff

455

0 100 200 300 400 500
Training Audit

• Counted HR Liaison courses completed since 2017
• HR Liaisons with completed courses prior to 2017 are strongly encouraged to take newer courses
• Disclaimer: HR Liaison Functional Development
Let’s Travel Back In Time
HR Liaison Requirements Pre 2017

• HR Liaison Designation Statement of Responsibility Form submitted to HROE
• HR Liaison training assigned in TrainTraq with a due date 9 months out from date assigned
• Required attendance at minimum of 2 HR Liaison Network Meetings annually
• Required one continuing education course per year
• Failure to do so resulted in roles/access being suspended
NEW HR Liaison Requirements

- HR Liaison Designation Statement of Responsibility Form submitted to HR Liaison Administrator
- Foundational courses completed within 9 months of assignment
- Functional courses (required by security role) completed within 9 months of assignment
- Regular attendance at HR Liaison Network Meetings (minimum of 2 per year required)
- One continuing education course completed per year
- Visit employees.tamu.edu/liaisons/training/ for more info
Adherence to New Requirements

• Failure to adhere to requirements will result in suspension of Workday and SSO roles
• Required courses will be assigned by the Liaison Administrator in TrainTraq, taking away the guess work
• Liaison Administrator will conduct monthly audit of security roles and assignments
• Remote Liaisons will have Zoom options for courses coming soon
Workday for HR Liaisons Training

• Not currently required, but HIGHLY recommended
• Available trainings can be found at training.tamu.edu/schedule
HR Liaison Tools for Success

• HR Liaison Network News (LNN) Archive
  – September 16, 2019 Edition
• HR Liaison Training
  – Functional
  – Foundational
  – Workday for HR Liaisons
• HR Liaison Network Meetings
• Who to Contact in HROE?
• HRNetwork@tamu.edu
Reminders

• Workday Release Preview – Workday 2020 R1
  – February 27 9am-10am
  – March 3 1:30pm-2:30pm
  – see LNN for details
FINAL THOUGHTS

1. Training is **knowledge** and knowledge is **power**
2. The HR Liaison Network News will keep you informed
3. Keep your eyes open for training assignments
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employees.tamu.edu