April 27, 2020  |  Share the following information within your departments as appropriate.

**HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS**

Performance Management
Xref Requests
Organization Development Programs and Events
HR Liaison Trainings via Zoom during April
Workday Services Education and Training: May 2020
Workday Training Changes and Update

**PAYROLL SERVICES**

All Printed Paychecks Will Be Mailed
Payroll Services COVID-19 Compliance Notes

**EMPLOYEE WELLNESS**

Flourish Events

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**HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS**

Performance Management

HR Liaisons need to ensure that managers are either submitting or skipping the *Add Additional Manager* and *Add Additional Reviewer* tasks in their Workday Inbox. Unless the manager completes those tasks, the employee’s self-evaluation will not be delivered to the manager’s inbox.

If a self-evaluation was submitted to a manager in error, the manager can Send Back the self-evaluation to the employee. Please see the job guides located [here](#).

**Xref Requests**

If you have taken the online zoom training course for Xref, please remember to submit your [HR Liaison Statement of Responsibility](#) designation form requesting access to Xref. Please write “Xref access” in the Access Needed for ADLOC/Organization space.

**Organization Development Programs and Events**

In our continued response to Covid-19, upcoming courses offered by HROE Organization Development have been converted to remote delivery via Zoom with some programs and events moved to a later date. We have communicated with participants accordingly. Check out [our schedule](#) for more information. If you have any questions or need assistance, contact [orgdev@tamu.edu](mailto:orgdev@tamu.edu).
HR Liaison Trainings via Zoom during April
The remaining HR Liaison trainings available during the month of April are being offered via Zoom. Registration is still required through TrainTraq. Zoom details will be sent out to registrants prior to the scheduled training. Below is a list of the available trainings left in April.

- 4/28 Paying Employees in Workday - Register
- 4/28 Form I-9 and Guardian - Register
- 4/30 Leave Policies and Procedures - Register

If you have any questions, please contact hrnetwork@tamu.edu.

Workday Services Education and Training: May 2020
Please join us for the following Workday Services webinars. These events are open to all, but content will focus on the security roles listed with the webinar description.

New Interview Stage in Recruiting
Description: Workday has updated the recruiting process to maximize functionality. The new interview management step will provide you with more options on establishing the interview group and details about the interview, and better information about interview results. Join us as we discuss how the interview stage within the Job Application business process will function differently for Managers, Recruiting Coordinators, and Recruiting Partners. We will compare the old and new process and provide a demonstration.

**Target Audience:** Recruiting Partners, Recruiting Coordinators, Managers*

**Presenter:** James Ross, Workday Services - Recruiting
**Date:** May 6, 2020
**Time:** 10:30am to 11:30am
**Link to Meeting:** HERE
**Password:** Workday
**Dial in Audio:** 1.415.655.0003
**Access Code:** 922 342 918

*Note: Managers are not directly invited to Workday Services webinars. Please feel free to forward the invitation to meet the needs of your member

Managing Merit in Workday
Description: This webinar will walk you through the various activities required for those who manage the annual merit process in Workday. These activities include, entering merit awards, maintaining the merit pools, managing employee participation, and using merit reports.

**Target Audience:** HR Partner, Merit Partner, and Managers*

**Presenter:** Sri Kamarthi, Workday Services - Compensation
**Date:** May 13, 2020
**Time:** 10:30am to 11:30am
**Link to Meeting:** HERE
**Dial in Audio:** 1.415.655.0003
**Access Code:** 923 180 881

*Note: Managers are not directly invited to Workday Services webinars. Please feel free to forward the invitation to meet the needs of your member

Workday Training Changes and Update
Workday Training changes have been posted online. This week's updates include resources related to Manage Your Personal Information, Managing Search Committees, Custom Other IDs, Payroll Reversals in FAMIS, Understanding Your W-2 and the New Working in Workday. Full details about these updates are found on the Workday Weekly Updates webpage.
All Printed Paychecks Will Be Mailed
Due to Mail Services suspending delivery options, all printed payroll checks will be mailed directly to the employee. Please notify all of your employees of this change as it will go into effective with the 4/24/2020 biweekly pay date. Please also request that all of your employees enroll in direct deposit and verify their mailing address in Workday as this is the address used when mailing their payroll check.

Here are detailed instructions on how to enroll in direct deposit from your home screen within Workday:
1. Click the Pay Application
2. Select Payment Elections
3. Click Add
4. In the Account Information section add the following:
   a. Account Nickname. Workday Services recommends you use this to distinguish between accounts
   b. Routing Transit Number. This is a 9 digit number found on a check, deposit slip or in your banking information online
   c. Bank Name. This is the name of your Bank (e.g. Bank of America)
   d. Account Type. Select Checking or Savings
   e. Account Number. The is located on a check, deposit slip or in your banking information online
5. Click OK

Payroll Services COVID-19 Compliance Notes
See the links in the Spotlight section on the home page of Payroll Services website for more information regarding paper checks and deadlines.

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

Flourish Events
The 12th Can needs our help. Donate $30 (or more) via the Texas A&M Foundation and get either a 3-day pass to the REC or a Dinner Tonight Essentials Cookbook when submit your receipt to us.

Special offerings this week:
- **Cooking With Friends: Appreciation** | 4/28 | 12:00pm – 1:00pm
- **Nursing Home Virtual Visits** | 4/28 | 2:30pm – 3:30pm
- **Art of Container Gardening** | 4/28 | 12:30pm – 1:30pm
- **Cancer Support Group** | 5/1 | 11:00am – 12:00pm

Fitness schedule:
- **Meditation for Stress & Anxiety** | 4/29 | 4:45pm – 5:30pm
- **Sunrise Stretch and Destress** | 4/28 & 4/30 | 7:00am – 7:30am
- **Pilates** | 4/29 | 11:45am – 12:30am
- **Rec Sports Group RecXercise Schedule – HERE!**
- **Piranha Fitness Studio Schedule** – Click here to register!

Visit our social media channels of Facebook, Twitter, and Instagram for reoccurring program offerings, new programs, other fitness classes, and ways to support and connect with one another.
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