April 21, 2020

TO: Texas A&M AgriLife On & Off Campus Unit Contacts

SUBJECT: Workday Job Aid Updates

Job Aid, Quick Reference Guides, WebEX Decks/Recordings & eLearning changes including, new, updated, retired/obsolete and edited versions have been uploaded to the AgriLife Workday webpage https://agrilifeas.tamu.edu/hr/workday/. Go to ‘Resources’ and select ‘Job Aid & Quick Reference Guide’. The spreadsheet includes all updates, to date, for February, March & April 2020.

Job Aids – New

- Payroll Reversal - March 30, 2020
- Change Job (Graduate Fellow) - March 30, 2020
- Complete your W-4 in Workday (Onboarding) – March 30, 2020
- Edit Your W-4 in Workday - March 30, 2020
- Request Time-Off (Families First Coronavirus Response Act)- March 30, 2020
- Death of Dependent – March 16, 2020

Job Aids – Updated

- Manage Your Personal Information – April 13, 2020
- Managing Search Committees – April 13, 2020
- Request Time-Off (Coronavirus Families First Act) – April 6, 2020
- Hire – April 6, 2020
- Add a Surviving Dependent – April 6, 2020
- Contract Contingent Worker – April 6, 2020
- Add a Graduate Fellow – April 6, 2020
- Return to Retire – April 6, 2020
- Change Job – April 6, 2020
- Managing Employee Participation in Merit – March 23, 2020
- Merit Process – Maintain Pools – March 23, 2020
- Merit Reports – Compensation Changes – March 23, 2020
- Entering Merit Awards – March 23, 2020
- Correct, Cancel and Rescind – March 16, 2020
- Add a Surviving Dependent – March 2, 2020
- Add Retiree Status – March 2, 2020
- Ready to Retire – March 2, 2020
- Return to Retire – March 2, 2020
Quick Reference Guide – New

- Customer Other IDs – April 13, 2020
- Payroll Reversals in FAMIS – April 13, 2020
- Understanding Your Wage and Tax Statement (W-2) – April 13, 2020
- Managing the Merit Process – March 23, 2020
- Correct, Cancel and Rescind – March 16, 2020
- Custom IDs for Benefits – March 2, 2020

Quick Reference Guide – Updated

- Leave of Absence – March 2, 2020

WebEx Decks/Recordings

- Goals and Performance Review – April 6, 2020
- Summer Appointments – March 30, 2020
- Merit 2020 Preview – March 23, 2020
- Recruiting Dashboard Enhancements – March 2, 2020

eLearning

- Working in Workday (Employees) – April 13, 2020
- Working in Workday (Managers) – April 13, 2020

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