



April 5, 2018

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

SUBJECT: Workday Updates: Comments Required, Performance Evaluation, Terminations, Pay Slips, Vacation Carryover, Job Aid updates

For all business process, please submit comments with as much detail as possible so that reviewers and approvers in the routing process have the information they need.

Summer appointments for Graduate Assistants and Faculty:

- We are currently working on guidance related to summer appointments for graduate assistants and faculty. We will provide this information to you as soon as it is available.

Performance Evaluations:

- Performance evaluations are due May 31 – please disregard earlier due date shown in Workday.
- Talent Analysts and Managers can monitor the performance evaluation process by using the Team Performance Dashboard or reports (see attached)

Terminations:

- Termination Date and Paid Through Date should always be the same. The last day worked can be different.
- Please continue to provide separating employees with the *Transitions* brochure <https://agrilifeas.tamu.edu/documents/ag-449.pdf>

Job Application:

- Workday 30 release -- The target hire date no longer populates into the offer letter

Vacation Hours Lapse on September 1: Employees can view the number of vacation hours that could potentially roll to sick leave at the end of the fiscal year in their employee profile in Workday. Note: The carryover amount does NOT take into account state service anniversaries between the date the report is run and the end of the fiscal year that might make them eligible to carry over a higher amount.

- Click on Actions and hover over Time and Leave
- Select View Carryover Balances
- Leave date fields blank
- Select Vacation (or type vacation into the Time Off Plans field) and click OK
- Review Forfeited column to find out if any vacation leave is expected to roll over to sick leave.



Pay Slip Availability:

Workday does not generate an email reminder when pay slips are available. Instead, pay slips are available to view and/or print in Workday per these timetables:

- Monthly paid – available 5 calendar days prior to pay day
- Biweekly paid – available 1 calendar day prior to pay day

Job Aid Revisions:

- Maintain Accrual: Added option for Lapse Vacation adjustment only and lump sum sick
- Change job: Made a note that change job and edit position restrictions cannot be done at the same time and added information about what to do with the position that is being left vacant
- Edit position restrictions: Made a note that change job and edit position restrictions cannot be done at the same time
- Job Application process: Adding additional options for dispositioning at the reference check stage

For questions, please contact: your HR Generalist

Texas A&M AgriLife Human Resources | <http://agrilifeas.tamu.edu/hr/> | p. 979-845-2423