



April 8, 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://agriflifeas.tamu.edu/hr/workday/> . Go to '**Resources**' and select '**Job Aid & Quick Reference Guide**'. The spreadsheet includes all updates, to date, for February & March 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**
- Edit Benefit Event – **February 10, 2020**
- Death of Dependent – **February 3, 2020**
- View Position Restrictions – **February 3, 2020**

#### **Job Aids – Updated**

- Change Job – **March 30, 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**
- Set up Benefits to Begin Prior to SGIP – **February 14, 2020**
- Death of Retiree – **February 10, 2020**
- Record US Withholding Order for Worker – **February 3, 2020**

#### **Job Aids – Retired**

- Benefit Partner Corrects a Benefits Event – **February 10, 2020**

#### **Quick Reference Guide – New**

- Understanding Your W-2 (coming soon) – **March 23, 2020**
- Managing the Merit Process – **March 23, 2020**



- Correct, Cancel and Rescind – **March 16, 2020**
- Custom IDs for Benefits – **March 2, 2020**
- Deduction Recipients – **February 3, 2020**

**Quick Reference Guide – Updated**

- Leave of Absence – **March 2, 2020**
- Custom IDs for Benefits – **February 10, 2020**
- Benefit Events and Explanations – **February 10, 2020**

**WebEx Decks/Recordings**

- Summer Appointments – **March 30, 2020**
- Merit 2020 Preview – **March 23, 2020**
- Recruiting Dashboard Enhancements – **March 2, 2020**
- Workday Release Preview [Spring 2020] – **March 2, 2020**
- Workday Release Preview – **February 24, 2020**
- Employee Development Items – **February 10, 2020**