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://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 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

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