



August 14, 2020

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

SUBJECT: Workday Job Aid Updates

**Job Aid, Video Help, 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 June & July 2020.

#### **Job Aids – New**

- Update Retiree Electronic Communication (Retiree Partner) – **July 13, 2020**

#### **Job Aids – Updated**

- Onboarding – **August 3, 2020**
- Hire – **August 3, 2020**
- Contract Contingent Worker – **August 3, 2020**
- Managing Search Committees – **July 13, 2020**
- Review ORP Eligibility Document – **July 13, 2020**
- Add Retiree Status – **July 13, 2020**
- Ready to Retire – **July 13, 2020**
- Return to Retire – **July 13, 2020**
- Change Benefits Life Event – **July 13, 2020**
- Add a Surviving Dependent – **July 13, 2020**
- Edit Worker Additional Data Event – **July 13, 2020**
- Onboarding – **July 13, 2020**

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

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