August 27, 2018

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

SUBJECT: Workday Job Aid Updates Including: Edited, New & Retired/Obsolete
Reminder: Workday Training for New Employees and Managers

Attached are job aid updates including, new, retired/obsolete and edited versions. These and other job aid updates can be found here https://it.tamus.edu/workday/use-workday/

Also, a reminder about the new online Workday training:

TrainTraq Course # 2113475 : Working in Workday is not a required course within Texas A&M AgriLife but it is highly recommended for new Employees and Managers who will use Workday to manage their human resources, payroll and benefits needs. It is also a good refresher training for anyone wishing to familiarize themselves with Workday. https://apps7.system.tamus.edu/TrainTraq/web/CourseDetails.aspx?cnum=2113475

This course is designed to introduce the Workday application to Employees and Managers within the Texas A&M University System. Topics covered include:

• Workday Basics
• Navigating Workday
• Employee Self-Service
• Manager Self-Service, and
• Workday Support

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