



August 27, 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://agrififeas.tamu.edu/hr/workday/>. Go to '**Resources**' and select '**Job Aid & Quick Reference Guide**'. The spreadsheet includes all updates, to date, for July & August 2020.

Job Aids – New

- Open Enrollment (Cancel and Relaunch) – **August 17, 2020**
- Open Enrollment (Rescind and Relaunch) – **August 17, 2020**
- Identifying Emoluments When Employee is Not Paid – **August 17, 2020**
- 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**

Job Aids - Retired

- Managing Safety Incidents – **August 10, 2020**

Video Help

- Emoluments (coming soon) – **August 10, 2020**
- Processing Arrears in Workday (coming soon) – **August 10, 2020**

Reference Guide

- Processing Arrears in Workday – **August 17, 2020**



WebEx Decks/Recordings

- Discover Workday Prism and People Analytics – **August 17, 2020**
- Workday Staffing Pt. 3: Onboarding – Supporting Your New Employee – **August 17, 2020**
- Workday Staffing Pt. 2: Hiring New Employees - **August 10, 2020**
- Workday Staffing Pt. 1: Preparing for the Hire – **August 10, 2020**

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

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