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://agrilifeas.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

Note: Please do not reply to this email, as this email address does not accept reply messages.