August 28, 2018

TO: Texas A&M AgriLife On & Off Campus Unit Contacts
SUBJECT: NEW Onboarding Resources, Updates & Reminders-Transfers, Job Application Process, Unpaid Time Off, Workday 31

Onboarding

The attached PowerPoint produced by the Workday support team was designed to be from the Employee's perspective. The purpose of this resource is to provide a visual for those helping new Employees through Onboarding and for the Employee to see an example of what they will experience. What is included are typical onboarding tasks and To Dos for the Employee who has just completed the Hire business process. Please feel free to provide to new employees.

Onboarding Quick Reference Guide (attached) has been posted to Workday Help. You can find it by clicking on "All Job Aids". There is an Onboarding Working Group that is meeting to refine our Onboarding processes and the Quick Reference Guide and Job Aids will be revised as those changes are made.

Workday Updates and Reminders

Change Job – Transfers (NOT initiated from Workday recruiting)

Managers

When an HR Contact requests a transfer (Change Job) for a current employee of TAMUS they are not required to enter job details (position, salary, etc.) when initiating the BP. The action routes to the current/outbound manager for approval and then to the receiving manager. The receiving manager has the official step to select the position being filled by the incoming employee. The **receiving manager should enter the position to be filled by the incoming employee and assure the compensation is restored to be consistent with the selected position**. Please work with your Managers to let them know how to do that particular step; the Position section can be found in the inbox item, about mid-way down the screen.

Job Application Process

Recruiting Coordinators

- *Initial Review* - The Initial Review of applicants determines the applicant pool for a job requisition. It is very important that you are reviewing applicants for their match to the minimum education/experience requirements for the job requisition. **Applicants should not be moved from Initial Review directly to Screen without doing the minimum qualifications verification**.

Managers

Managers should never use the candidate grid for any movement of candidates.

- When the candidate grid is used to change the status of candidates, steps are skipped in the process that are needed to ensure correct processing of the candidates. **When steps are skipped, job requisitions are delayed while corrections are made.**
- Moving a candidate to Offer or Background Check (for the first time in the process) creates a pre-hire record in Workday. **Creating this pre-hire record may result in a duplicate record, thereby causing delays while actions are undone and candidates re-do tasks.**

Unpaid Time Off

- A **leave of absence** should be used when the **absence is full-time, continuous, unpaid and for a duration of 30 days or more**. This is an unpaid, job-protected leave status.
- If an employee **has any eligible paid time off**, a leave of absence should not be processed. A **time off request** should be submitted instead.

Workday 31 is scheduled for September 8! Features automatically delivered with this update include:

- Bundled resumes – now able to group resumes for multiple candidates into one PDF file
- Review time report – view errors and alerts within the report and view all workers for the period
- Worker information – single field phone number and national ID masking

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