



July 12, 2021

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

SUBJECT: Workday Job Aid Updates

Job Aids, Deck/Video Help, User Guides, Webinars & 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 June 7 – July 5, 2021 updates.

Job Aids – New

- Start Change Job – **June 7, 2021**

Job Aids – Updated

- Add Surviving Dependent – **June 7, 2021**
- Death of Retiree – **June 7, 2021**

Deck/Video Help

- **Managing Merit 2021 (Repeat Session) – July 5, 2021**
- **Recruiting (Committees and Interview Teams) – June 28, 2021**
- Open Enrollment 2021 – Staffing Changes – **June 7, 2021**

Reference Guides – New

- **TRS Rate Change Analysis Report – June 28, 2021**

Reference Guides – Updated

- Add Surviving Dependent – **June 21, 2021**
- Death of Retiree – **June 21, 2021**
- Complete Alternate Open Enrollment – **June 21, 2021**
- Complete Open Enrollment for Your Employee – **June 21, 2021**
- Complete Open Enrollment – **June 21, 2021**
- Open Enrollment (Rescind and Relaunch) – **June 21, 2021**
- Open Enrollment (Cancel and Relaunch) – **June 21, 2021**