



July 16, 2021

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

SUBJECT: [Upcoming Webinars - August](#)

Please join in for the following Workday Services webinars in August! These events are open to all, but content will focus on the security role listed within the webinar description.

**Download invitations:** These invitations can be downloaded to Microsoft Outlook. Simply navigate to the Workday Education [Calendar](#), select the webinar you would like to add and click on the ical export icon

**August 4, 2020 – Workday Staffing: A Comprehensive View of Hiring and Onboarding (UINs and Prehire Records)**

**Description:** In this webinar we will train you on best practices for starting a hire, checking UIN Search and Manager, using the Workday Search feature, running the Ineligible for Rehire Report and more. Topics will include: learning to identify duplicate records and pre-hire records linked to a requisition, finding no show and ineligible for hire records, correcting pre-hire records and marking the correct pre-hire for deletion. (Part 1 of 4)

**Target Audience:** [New HR Support Staff](#)

(Note: This webinar will focus on training new HR support staff, however experienced support personnel may find new information provided and are encouraged to attend.)

**Presenter:** Pamela Gentry – Core HR and Drew Branch – Security

[Access webinar details on the Education Calendar located on Workday Help](#)

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**August 11, 2020 – Workday Staffing: A Comprehensive View of Hiring and Onboarding (Hiring)**

**Description:** This webinar will detail the Hire business process from beginning to end. Topics will include understanding how to appropriately complete details of the Hire such as Annual Work Period and Disbursement Period; Job Classifications and Costing Allocations. We will also cover best practices to avoid common pitfalls. You will also learn which reports will help you monitor relevant Hire processes in order to manage the process efficiently. (Part 2 of 4)



**Target Audience:** New HR Support Staff

(Note: This webinar will focus on training new HR support staff, however experienced support personnel may find new information provided and are encouraged to attend.)

**Presenter:** DeAnna White and Pamela Gentry – Core HR

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### **August 18, 2020 – Workday Staffing: A Comprehensive View of Hiring and Onboarding (Onboarding and Benefits)**

**Description:** This session will walk you through the New Employee's onboarding experience. We will train you on how to support employees as they navigate their onboarding dashboard and make benefits elections. You will learn onboarding pitfalls to avoid and which issues impact benefits and retirement enrollment. We will also appropriate reporting to monitor new employee progress as they complete their onboarding tasks. (Part 3 of 4)

**Target Audience:** New HR Support Staff

(Note: This webinar will focus on training new HR support staff, however experienced support personnel may find new information provided and are encouraged to attend.)

**Presenter(s):** Meredith Fox - Benefits and Pamela Gentry - Core HR

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### **August 25, 2020 – Workday Staffing: A Comprehensive View of Hiring and Onboarding (Correct, Cancel and No Show)**

**Description:** This session will cover the Report No Show and Correct Worker Start Date business processes so you can handle those "oops" that occur when hiring new employees. We'll use case scenarios to review impacts to Recruiting or downstream processes, remediation work, notifications and reports to help monitor the work. (Part 4 of 4)

**Target Audience:** New HR Support Staff

(Note: This webinar will focus on training new HR support staff, however experienced support personnel may find new information provided and are encouraged to attend.)

**Presenter(s):** DeAnna White and Pamela Gentry - Core HR

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