



July 20, 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://agrillifeas.tamu.edu/hr/workday/> . Go to 'Resources' and select 'Job Aid & Quick Reference Guide'. The spreadsheet includes all updates, to date, for June & July 2020.

#### **Job Aids – New**

- Update Retiree Electronic Communication (Retiree Partner) – July 13, 2020
- Correct ORP Employer Contributions – June 29, 2020

#### **Job Aids – Updated**

- 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
- Certify Dependents – June 22, 2020
- Termination (Voluntary) – June 22, 2020
- Termination (Involuntary) – June 22, 2020
- Leave of Absence (Place or Return Worker) – June 22, 2020
- Leave of Absence – June 22, 2020
- Managing Your Time Off – June 8, 2020
- Complete Open Enrollment – June 8, 2020
- Complete Open Enrollment For Your Employee – June 8, 2020
- Complete Alternate Open Enrollment For Your Retiree – June 8, 2020
- Change Benefits (Life Event) – June 8, 2020
- Dependent Event (Benefits Partner) – June 8, 2020
- Add Coverage to Your New Dependent – June 8, 2020
- Termination (Voluntary) – June 8, 2020
- Termination (Involuntary) – June 8, 2020
- Certify Dependents – June 1, 2020

#### **Quick Reference Guide – New**

- Staffing and Compensation Changes During Merit – June 22, 2020



**WebEx Decks/Recordings**

- Summer Staffing Changes: Impact to Open Enrollment – June 29, 2020
- Onboarding Dashboard – June 8, 2020
- Spotlight on Search Committees – June 8, 2020

**eLearning - New**

- Completing Open Enrollment in Workday 2020 (Employees and Retirees) – June 8, 2020
- Completing Open Enrollment in Workday 2020 (Benefit and Retiree Partners) – June 8, 2020