



June 10, 2020

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 April & May 2020.

#### **Job Aids – New**

- Managing Your Medicare Information – April 27, 2020
- Managing Medicare Information for Your Employee – April 27, 2020

#### **Job Aids – Updated**

- Certify Dependents – June 1, 2020
- Add Retiree Status – May 26, 2020
- Ready to Retire – May 26, 2020
- Return to Retire – May 26, 2020
- Create Job Requisition and Post Job – May 18, 2020
- Job Application Process – May 18, 2020
- Job Application Process (Manager) – May 18, 2020
- Change Job - May 4, 2020
- Manage Supervisory Organizations – May 4, 2020
- Termination Involuntary – May 4, 2020
- Termination Voluntary – May 4, 2020
- Enter Time Off for Your Employee – May 4, 2020
- Managing Time Off Requests – May 4, 2020
- Managing Your Time Off – May 4, 2020
- Add a Graduate Fellow – April 27, 2020
- Termination Involuntary – April 27, 2020
- Termination Voluntary – April 27, 2020
- Request Time Off (Families First Coronavirus Response Act) – April 20, 2020
- Set Up Benefits to Begin Prior to SGIP - April 20, 2020
- Assign Costing Allocations - April 20, 2020
- Hire - April 20, 2020
- Change Job - April 20, 2020
- Manage Your SSN and Other Government IDs - April 20, 2020

#### **Quick Reference Guide – New**

- Understanding Your W-2 – May 18, 2020
- Compensation Grade Adjustment - April 20, 2020

#### **Quick Reference Guide – Updated**



- Benefit Events and Explanations - April 20, 2020
- Costing Allocations - April 20, 2020

#### **WebEx Decks/Recordings**

- Managing Merit – May 18, 2020
- Manage Interview – May 4, 2020
- Payroll Reversals - April 27, 2020