



June 20, 2018

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

SUBJECT: New Workday TrainTraq eLearning & Job Aid Update

The majority of the Workday trainings we completed in late Fall/early Winter 2017-18 have been removed from the active TrainTraq catalogue of courses. The course listed below was recently developed by Workday Services, a department within the A&M System Office of Information Technology. It is not a required course within Texas A&M AgriLife but it is **highly recommended for new Employees who will use Workday to manage their human resources, payroll and benefits needs.** It is also a good refresher training for anyone wishing to familiarize themselves with Workday.

2113475: Working in Workday <https://apps7.system.tamus.edu/TrainTraq/web/CourseDetails.aspx?cnum=2113475>

This course is designed to introduce the Workday application to Employees and Managers within the Texas A&M University System. Topics covered include:

- Workday Basics
- Navigating Workday
- Employee Self-Service
- Manager Self-Service, and
- Workday Support

Job Aids Update <https://it.tamus.edu/workday/use-workday/>

Job Aid	Update Information
Contract Contingent Worker	Updated information regarding the need for the Supervisory Organization that houses the contingent worker to be assigned the Job Staffing Model. Other improvements made as well
Hire	Updated graphic to remove fields that were optional and not in scope. Added note about the new requirement for the Pay rate
Change Job	Added an important not about the need to skip the Assign Costing Allocation task when no changes are needed. Fixed an error in who receives this task when the worker is not changing supervisory organizations
Managing Your Inbox	Updated to remove directions that no longer reflect navigation using the new UI
Managing Work Experience	Retired due to non-usage