



June 24, 2020

SUBJECT: Upcoming Webinars - July

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

**Download invitations:** These invitations can now 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

**Summer Staffing Changes: Impacts to Benefits**

**Description:** Summer staffing events with effective dates on or before September 1 can impact benefits for the Employee. Four relevant changes include adding an additional job, moving from biweekly to monthly, increasing or decreasing scheduled hours and moving from 12-month to 9-month terms. Come and learn the actions needed when employment changes 09/01.

**Target Audience:** HR Partner, HR Contact

**Presenter:** Meredith Fox, Workday Services – Benefits

**Date:** July 1, 2020

**Time:** 1:30pm to 2:30pm

**Link to Meeting:** <https://tamus.webex.com/tamus/j.php?MTID=me0517cb3ed6df996a5ae77da151d079c>

**Dial in Audio:** 1-415-655-0003

**Access Code:** 145 527 4982

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**Managing Merit in Workday**

**Description:** This webinar will walk you through the various activities required for those who manage the annual merit process in Workday. These activities include, entering merit awards, maintaining the merit pools, managing employee participation, and using merit reports.

**Target Audience:** HR Partner, Merit Partner, and Managers\*

**Presenter:** Sri Kamarthi, Workday Services - Compensation

**Date:** July 15, 2020

**Time:** 10:30am to 11:30am

**Link to Meeting:** <https://tamus.webex.com/tamus/j.php?MTID=m458986b8bd11cebf7a23d898f7564e7a>

**Dial in Audio:** 1-415-655-0003

**Access Code:** 145 164 0814

\*Note: Managers are not directly invited to Workday Services webinars. Please feel free to forward the invitation to meet the needs of your system member

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**Request Absence: A Single Process to Request Employee Absences**

**Description:** Workday has improved functionality that allows Request Absence to provide a more efficient approach for an Employee to request Time Off or a Leave of Absence. Employees can now request both a Time Off and a Leave of Absence in one singular process. Multiple types of Time Off, varying hours on different days are now possible without having to do multiple requests. Join us to learn more about the Request Absence



business process and how you can share with your Employees this efficient method for requesting time out of the office.

**Target Audience:** Absence Partners, Managers\*

**Presenter:** Amy Suter, Workday Services – Time and Absence

**Date:** July 22, 2020

**Time:** 10:30am to 11:30am

**Link to Meeting:** <https://tamus.webex.com/tamus/j.php?MTID=m46d1aab41e83afc9fd321551f11fa0d>

**Password:** Workday

**Dial in Audio:** 1-415-655-0003

**Access Code:** 145 790 0554

*\*Note:* Managers are not directly invited to Workday Services webinars. Please feel free to forward the invitation to meet the needs of your system member

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