



TEXAS A&M
AGRI LIFE

June 29, 2021

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

SUBJECT: Workday Job Aid Updates

Job Aids, Deck/Video Help, User Guides, Webinars & 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 May 3– June 21, 2021 updates.

Job Aids – New

- Start Change Job – **June 7, 2021**
- Add Emeritus Status – **May 31, 2021**
- Managing Off-Cycle Payments – **May 17, 2021**
- Processing Error on Reversal – **May 17, 2021**

Job Aids – Updated

- Add Surviving Dependent – **June 7, 2021**
- Death of Retiree – **June 7, 2021**
- Leave of Absence – **May 24, 2021**
- Onboarding: Employee Perspective - **May 17, 2021**
- Edit Non-Effective Dated Additional Data - **May 17, 2021**
- Edit Worker Additional Data Event - **May 17, 2021**
- Set Up Benefits to Begin Prior to SGIP – **May 3, 2021**
- Complete Alternate Open Enrollment for Your Retiree – **May 3, 2021**
- Hire – **May 3, 2021**
- Add Additional Job – **May 3, 2021**

Job Aids – Retired

- Payroll Reversals - **May 17, 2021**

Deck/Video Help

- Open Enrollment 2021 – Staffing Changes – **June 7, 2021**
- Managing Merit 2021 – **May 31, 2021**
- Workday Assistant – **May 24, 2021**
- Processing One-Time Payments and Work Period – **May 17, 2021**



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- Faculty Tenure and Emeritus Status – **May 17, 2021**
- Utilizing Goals – **May 3, 2021**
- Change Job Template for Job Classification Changes - – **May 3, 2021**

Reference Guides – New

- Utilizing Merit Partner Role – **May 31, 2021**
- Utilizing Merit Partner Role – **May 24, 2021**

Reference Guides – Updated

- **Add Surviving Dependent – June 21, 2021**
- **Death of Retiree – June 21, 2021**
- **Complete Alternate Open Enrollment – June 21, 2021**
- **Complete Open Enrollment for Your Employee – June 21, 2021**
- **Complete Open Enrollment – June 21, 2021**
- **Open Enrollment (Rescind and Relaunch) – June 21, 2021**
- **Open Enrollment (Cancel and Relaunch) – June 21, 2021**
- Benefit Events and Explanations – **May 31, 2021**
- Leave of Absence – **May 24, 2021**
- Onboarding by Security Roles – **May 17, 2021**
- Additional Data Custom Objects – **May 17, 2021**
- Benefit Events and Explanations – **May 3, 2021**

Texas A&M AgriLife Human Resources | <http://agrilifeas.tamu.edu/hr/> | p. 979-845-2423

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