



March 17, 2020

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

SUBJECT: Workday Job Aid Updates

Job Aids, Quick Reference Guides & WebEX Decks/Recordings changes including, **new, updated, and retired** 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, February 3 – March 2, 2020.

Job Aids – New

- Edit Benefit Event – Week of February 10, 2020
- Death of Dependent – Week of February 3, 2020
- View Position Restriction – Week of February 3, 2020

Job Aids – Updated

- Add A Surviving Dependent – Week of March 2, 2020
- Add Retiree Status – Week of March 2, 2020
- Ready to Retire – Week of March 2, 2020
- Return to Retire – Week of March 2, 2020
- Set Up Benefits to Begin Prior to SGIP – Week of February 14, 2020
- Death of Retiree – Week of February 10, 2020
- Record US Withholding Order for Worker – Week of February 3, 2020

Job Aids – Retired

- Benefit Partner Corrects a Benefits Event – Week of February 3, 2020

Quick Reference Guide – New

- Custom IDS for Benefits – Week of March 2, 2020
- Deduction Recipients – Week of February 3, 2020

Quick Reference Guide – Updated

Leave of Absence – Week of March 2, 2020

- Custom IDS for Benefits – Week of February 10, 2020
- Benefit Events and Explanations – Week of February 10, 2020

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WebEx Decks/Recordings

- Recruiting Dashboard Enhancements – Week of March 2, 2020
- Workday Release Preview (Spring 2020) – Week of March 2, 2020
- Workday Release Preview – Week of February 24, 2020
- Employee Development Items – Week of February 10, 2020

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