May 11, 2020

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

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**
- 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
- Manage Your Personal Information – April 13, 2020
- Managing Search Committees – April 13, 2020
- Request Time-Off (Coronavirus Families First Act) – April 6, 2020
- Hire – April 6, 2020
- Add a Surviving Dependent – April 6, 2020
- Contract Contingent Worker – April 6, 2020
- Add a Graduate Fellow – April 6, 2020
- Return to Retire – April 6, 2020
- Change Job – April 6, 2020

**Quick Reference Guide – New**
- Compensation Grade Adjustment - April 20, 2020
- Customer Other IDs – April 13, 2020
• Payroll Reversals in FAMIS – April 13, 2020
• Understanding Your Wage and Tax Statement (W-2) – April 13, 2020

Quick Reference Guide – Updated
• Benefit Events and Explanations - April 20, 2020
• Costing Allocations - April 20, 2020

WebEx Decks/Recordings
• Manage Interview – May 4, 2020
• Payroll Reversals - April 27, 2020
• Goals and Performance Review – April 6, 2020

eLearning
• Working in Workday (Employees) – April 13, 2020
• Working in Workday (Managers) – April 13, 2020