May 7, 2020

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

SUBJECT: Workday Job Aid Updates

Job Aid, 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 March & April 2020.

Job Aids – New

- Managing Your Medicare Information – April 27, 2020
- Managing Medicare Information for Your Employee – April 27, 2020
- Payroll Reversal – March 30, 2020
- Change Job (Graduate Fellow) - March 30, 2020
- Complete your W-4 in Workday (Onboarding) – March 30, 2020
- Edit Your W-4 in Workday - March 30, 2020
- Request Time-Off (Families First Coronavirus Response Act) – March 30, 2020
- Death of Dependent – March 16, 2020

Job Aids – Updated

- 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
- Managing Employee Participation in Merit – March 23, 2020
- Merit Process – Maintain Pools – March 23, 2020
- Merit Reports – Compensation Changes – March 23, 2020
- Entering Merit Awards – March 23, 2020
- Correct, Cancel and Rescind – March 16, 2020
- Add a Surviving Dependent – March 2, 2020
- Add Retiree Status – March 2, 2020
• Ready to Retire – March 2, 2020
• Return to Retire – March 2, 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
• Managing the Merit Process – March 23, 2020
• Correct, Cancel and Rescind – March 16, 2020
• Custom IDs for Benefits – March 2, 2020

Quick Reference Guide – Updated
• Benefit Events and Explanations - April 20, 2020
• Costing Allocations - April 20, 2020
• Leave of Absence – March 2, 2020

WebEx Decks/Recordings
• Payroll Reversals - April 27, 2020
• Goals and Performance Review – April 6, 2020
• Summer Appointments – March 30, 2020
• Merit 2020 Preview – March 23, 2020
• Recruiting Dashboard Enhancements – March 2, 2020
• Workday Release Preview [Spring 2020] – March 2, 2020

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