



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/) <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**