October 5, 2020
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 September and October 2020.
Job Aids – New

- **ORP Newly Eligible on Date of Hire (Benefits Partner) – October 2, 2020**

Job Aids – Updated
- Approve Time – September 21, 2020
- Add a Surviving Dependent – September 21, 2020
- Change Benefits (Life Event) – September 14, 2020
- Add Coverage to Your Dependent – September 14, 2020
- Change Benefits (Beneficiary Change Only) – September 14, 2020
- Change Benefits (TDA Plan) – September 14, 2020
- Add a Surviving Dependent – September 14, 2020
- Death of a Dependent – September 14, 2020
- Death of a Retiree – September 14, 2020
- Schedule Reports – September 14, 2020
- Create Job Requisition and Post Job – September 14, 2020
- Edit Job Requisition – September 14, 2020
- Job Application Process – September 14, 2020
- Job Application Process (Manager) – September 14, 2020

Reference Guide - New

- Onboarding Tasks by Security Role – September 14, 2020

Reference Guide – Updated

- Benefits Events and Explanations – September 21, 2020
- Using Academic Pay Period – September 21, 2020

WebEx Decks/Recordings

- Discover People Analytics – September 21, 2020
- Processing Arrears in Workday – September 21, 2020
- Discover the Pre-Payroll Dashboard – September 14, 2020
- WD2020 R2 Spotlight on Payroll – September 14, 2020

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