






Say  
**Goodbye**  
 to HRConnect, iBenefits  
 & more!

Say  
**Hello**  
 to a brighter workday.

On **December 17, 2017**, The Texas A&M University System is retiring our current HR, payroll and benefits tools and moving to **Workday**, a web-based application with self-service and mobile capabilities!

ACTIVITY	WHO'S AFFECTED	CURRENT SYSTEM	WORKDAY WORKLET
<ul style="list-style-type: none"> <li>Enroll in annual benefits</li> <li>View benefits information and deductions</li> <li>Update a life event change (i.e. marriage or dependents)</li> <li>Add / Change beneficiary</li> </ul>	Faculty and Staff that receive Benefits	iBenefits	Benefits 
<ul style="list-style-type: none"> <li>Change home address</li> <li>Add / Change emergency contact</li> </ul>	Faculty, Staff, Students	HRConnect	Personal Information 
<ul style="list-style-type: none"> <li>View paychecks (referred to as payslips in Workday)</li> <li>View / Update direct deposit information (up to five accounts)</li> <li>View / Update tax withholding</li> </ul>	Faculty, Staff, Students	HRConnect	Pay 
<ul style="list-style-type: none"> <li>Request vacation and sick leave</li> <li>View vacation and sick leave balances</li> </ul>	Employees that are eligible for Vacation and Sick Leave benefits	LeaveTraq	Time Off 
<ul style="list-style-type: none"> <li>Approve time off requests</li> <li>View team time off calendars (Manager security role only)</li> </ul>	Faculty and Staff Managers and Supervisors (who manage at least one employee)	TimeTraq	Team Time Off 



**FOR MORE INFORMATION:**

**Workday Help:** [sso.tamus.edu](https://sso.tamus.edu) via Single Sign-On (SSO) menu

**AgriLife Workday Website:** <https://agrilifeas.tamu.edu/hr/workday/>