

Job Aids		Updated Week - 2020
New	Description	
Managaing Your Medicare Information	Outlines the activities for an Employee or Retiree to add or change Medicare information for self or a Dependent in Workday	Week of: April 27, 2020
Managing Medicare Information for Your Employee	Outlines the process for a Benefits Partner or Retiree Partner to add Medicare information such as the Medicare Beneficiary Identifier (MBI) number and enrollment dates	Week of: April 27, 2020
Payroll Reversal	Outlines the activities for a Payroll Partner or Payroll Administrator to reverse a payroll result	Week of: March 30, 2020
Change Job (Graduate Fellow)	Outlines the activities necessary to set up the appropriate custom ID and initiate the Change Job business process for a Graduate Fellow who has been hired into a non-benefits eligible position.	Week of: March 30, 2020
Complete Your W-4 In Workday (Onboarding)	Outlines the steps for an Employee to complete their Federal Tax Election Form W-4 in Workday during the onboarding process.	Week of: March 30, 2020
Edit Your W-4 in Workday	Outlines the steps for an Employee to edit their Federal Tax Election Form W-4 in Workday.	Week of: March 30, 2020
Request Time-Off (Families First Coronavirus Response Act)	Outlines the process for how to take paid time off due to COVID-19. This new time off plan is the result of the Families First Coronavirus Response Act effective April 1, 2020	Week of: March 30, 2020
Death of Dependent	This job aid outlines the activities for a Benefits or Retiree Partner to update an Employee or Retiree's health coverages due to the death of a Dependent	Week of: March 16, 2020
Updated	Explanation	
Add a Graduate Fellow	Deleted verbiage from overview: updating onboarding questions and privacy flag - config change done in early April removed this step; added bullet to important section to notify benefits partner then onboarding questions and privacy flag are no longer required for grad fellow	Week of: April 27, 2020
Termination Involuntary	Renamed existing To Do for Payroll Partner to support configuration change: The Payroll Partner may receive the To Do Inactivate Ongoing Payroll Input, Withholding Order, or Tax Treaty to end date the payroll input for these items and report the termination date for the withholding order to the Attorney General's Office website	Week of: April 27, 2020
Termination Voluntary	Renamed existing To Do for Payroll Partner to support configuration change: The Payroll Partner may receive the To Do Inactivate Ongoing Payroll Input, Withholding Order, or Tax Treaty to end date the payroll input for these items and report the termination date for the withholding order to the Attorney General's office website	Week of: April 27, 2020
Request Time Off (Families First Coronavirus Response Act)	Updated to reflect change of name to EPSL and additional clarifications on qualifying and eligibility	Week of: April 20, 2020
Set up Benefits to Begin Prior to SGIP	Updated to include information to Benefits Partners: starting benefits prior to SGIP for current employees moving into a benefit-eligible position	Week of: April 20, 2020
Assign Costing Allocations	Updated with a note indicating that the worktag field cannot be left blank or an error will be received.	Week of: April 20, 2020
Hire		
Change Job		
Manage Your SSN and other Government IDs	Updated with expanded instructions on adding/editing SSN and other government IDs	Week of: April 20, 2020
Manage Your Personal Information	Corrected template: step enumerations were missing	Week of: April 13, 2020
Managing Search Committees	Added detailed instructions: To Do - Add Role to External Committee Member	Week of: April 13, 2020
Request Time-Off (Coronavirus Families First Act)	Updated graphic because reasons were changed. Be looking for possible changes to this again as discussions continue.	Week of: April 6, 2020
Hire	Updated to reflect the new search feature for prehire	Week of: April 6, 2020

Add a Surviving Dependent	Updated to reflect the new search feature for prehire	Week of: April 6, 2020
Contract Contingent Worker	Updated to reflect the new search feature for prehire	Week of: April 6, 2020
Add a Graduate Fellow	Updated to reflect the new search feature for prehire	Week of: April 6, 2020
Return to Retire	Updated to reflect the new search feature for prehire	Week of: April 6, 2020
Change Job	Updated to reflect new request one-time payment to manager when coming from recruiting.	Week of: April 6, 2020
	Added a reminder that if the employee is a Graduate Fellow to refer to the job aid Change Job (Graduate Fellow)	Week of: March 30, 2020
Managing Employee Participation in Merit	only the date updated after a review	Week of: March 23, 2020
Merit Process - Maintain Pools	only the date updated after a review	Week of: March 23, 2020
Merit Reports - Compensation Changes and Rewards	updates made regarding reports that have been created to improve the process	Week of: March 23, 2020
Entering Merit Awards	new search feature highlighted	Week of: March 23, 2020
Correct, Cancel and Rescind	Added statement to inform users where to find the new "Correct Cancel and Rescind Reference Guide". The new guide details security roles permissions.	Week of: March 16, 2020
Add a Surviving Dependent	Edited to reflect the updated name of the ID 'Organization at Retirement or Deployment for Military Leave Dependent' to 'Organization for Billing'.	Week of: March 2, 2020
Add Retiree Status	Edited to reflect the updated name of the ID 'Organization at Retirement or Deployment for Military Leave Dependent' to 'Organization for Billing'.	Week of: March 2, 2020
Ready to Retire	Edited to reflect the updated name of the ID 'Organization at Retirement or Deployment for Military Leave Dependent' to 'Organization for Billing'.	Week of: March 2, 2020
Return to Retire	Edited to reflect the updated name of the ID 'Organization at Retirement or Deployment for Military Leave Dependent' to 'Organization for Billing'.	Week of: March 2, 2020
Retired	Replaced by (if any)	
Video Help		
New	Description	
n/a		
Updated	Description	
n/a		
Quick Reference Guide		
New	Description	
Compensation Grade Adjustment	Explains what happens when the Pay Plan Administrator updates the grade for a particular job profile and outlines the responsibilities of the HR Partners	Week of: April 20, 2020
Custom Other IDs	Explains the Custom Other IDs that are used for Benefits, Payroll, Staffing and Time/Absence, their possible values, and how the IDs are used. This guide replaces the Custom IDs for Benefits reference guide.	Week of: April 13, 2020
Payroll Reversals in FAMIS	Provides further information on the accounting impact of payroll reversals. Work with your payroll accountant to complete the entire process.	Week of: April 13, 2020
Understanding Your Wage and Tax Statement (W-2)	Provides a basic overview of the W-2 and the various calculations used to provide the data Employees see in each box.	Week of: April 13, 2020
Managing the Merit Process	New dashboard highlighted, new reports explained	Week of: March 23, 2020
Correct, Cancel and Rescind	A comprehensive list by security role of business processes that can be corrected, canceled or rescinded.	Week of: March 16, 2020

Custom IDs for Benefits	Updated the name of the Custom ID 'Organization at Retirement or Deployment for Military Leave Dependent' to 'Organization for Billing'. This ID is no longer just used for Retirees and Military Members but now includes all NEBOs and Surviving Dependents.	Week of: March 2, 2020
Updated	Description	
Benefit Events and Explanations	Added new benefit event "Job Change - Starting Benefits Before SGIP". This event will be used instead of a hire benefit event for current employees who are in a position that is not eligible for benefits and are moving to a job that is benefits eligible	Week of: April 20, 2020
Costing Allocations	Updated with a note indicating that the worktag field cannot be left blank or an error will be received.	Week of: April 20, 2020
Leave of Absence	Graphic updated due to text change in instructions	Week of: March 2, 2020
WebEx Decks/Recordings		
Payroll Reversals	Provides an overview of the Payroll Reversal task, a demonstration of the process and discusses important details such as impacts to FAMIS	Week of: April 27, 2020
Goals and Performance Review	Provided a refresher on goals and the goal setting business process, archiving goals and how to find archived goals. Revisited the performance review process and discussed what a Talent	Week of: April 6, 2020
Summer Appointments	Reviews best practices for extending appointments of Faculty and Graduate Assistants into the summer semester and the impacts on insurance coverage. Guidance is provided on best practices for staffing and compensation as well as collaboration between Human Resources, Benefits and Payroll Offices.	Week of: March 30, 2020
Merit 2020 Preview	Overview of what to expect this year during merit including the main points from last year and how those have been addressed	Week of: March 23, 2020
Recruiting Dashboard Enhancements	Explored new features that allow you to view job requisitions, evergreens and recruiting processes with a finer granularity. Demonstrated how reports are pulled faster and easier using new tabs and enhanced filtering.	Week of: March 2, 2020
Workday Release Preview (Spring 2020)	Last week we posted the deck, this week we have also added the WebEx recording	Week of: March 2, 2020
eLearning		
New	Description	
Working in Workday (Employees)	This course is designed to introduce the Workday application to Employees within the Texas A&M University System. Topics include Workday Basics, Navigating Workday, Employee Self-Service, and Workday Support	Week of: April 13, 2020
Working in Workday (Managers)	This course is designed to introduce the Workday application to Managers within the Texas A&M University System. Topics include Manager Roles, Managing Time Entries, Time Off Requests, and Delegations, as well as Manager Specific Worklets, Performance, Recruiting, and Workday Help.	Week of: April 13, 2020
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