



August 4, 2016

SUBJECT: ALL Employees Must Have Manager Assigned in SSO

Please share with appropriate staff.

Unit Contacts,

We need your assistance preparing current data for the transition to Workday.

For conversion of data into Workday, every employee (**including GARs**) must have an assigned manager.

Please ensure **ALL employees** are assigned a manager as soon as possible through your Department Admin role in SSO using the instructions provided below. This includes **all new hires – budgeted and wage**.



After selecting the employee please choose the following:

Click on Managers Tab

Click Add Manager

Application: Standard

Employee PIN: Current active pin the employee is in

Manager UIN: Managers UIN

Manager Type: Approval

Check the box this is the employee's primary manager, then click add

If you need further help on adding a manager please click the following link <http://it.tamus.edu/sso/help-system/key-concepts/administrator-navigation/employees-managers/adding-a-manager/>

Thanks for your help in cleaning up this data!

**For questions, please contact:** Karisa Cherry, Interim Director of Payroll at 979-845-4260 or email [kjcherry@ag.tamu.edu](mailto:kjcherry@ag.tamu.edu) or Doris Tykal, HR/Payroll Specialist at 979-845-2361 or email [dmtyal@ag.tamu.edu](mailto:dmtyal@ag.tamu.edu) .

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