



June 30, 2021

TO: Texas A&M AgriLife On & Off Campus Unit Contacts

SUBJECT: Promotions/Reclassifications/Compensation Changes Workday Deadline - **JULY 2**

**** Actions must be SUBMITTED in Workday by JULY 2, 2021 ****

Promotions/Reclassifications/Equity/Compensation Changes effective prior to September 1:

All job profile (title) and/or compensation changes that will be effective **prior to September 1** must be submitted in Workday no later than **July 2, 2021**. This will allow the changes to be picked up during the merit process in Workday even though they are future-dated.

- Promotions/Reclassifications: **Edit Position Restrictions** business process must be completed first to update the position details and responsibilities. The **Change Job** process must be completed *after* the **Edit Position Restrictions** business process has been completed.
- Compensation Change Only, i.e. Equity: Complete the **Request Compensation Change** business process including appropriate justification for the request in the comments.

Promotions/Reclassifications/Equity effective September 1: **DO NOT CHANGE COMPENSATION**

All job profile (title) changes that will be **effective September 1** must be submitted in Workday no later than **July 2, 2021**. This includes job profile (title) changes for employees whose career ladder or professorial rank promotion have been approved.

Change job profile (title) and/or job duties but **DO NOT CHANGE COMPENSATION** -- restore it to the current amount. The associated compensation change will be entered using the departmental template (submitted to the budget office), which will be uploaded into the Position Budgeting Application.

EXCEPTION: If an employee is being reclassified from hourly to monthly paid (or the reverse), do NOT enter the compensation change OR title change in Workday or in the Position Budgeting Application. After September 1, the title change AND Compensation change will be entered directly into Workday with an effective date of September 1.

- Promotions/Reclassifications: **Edit Position Restrictions** business process must be completed first to update the position details and responsibilities. The **Change Job** process must be completed *after* the **Edit Position Restrictions** business process has been completed.

For career ladder or professorial rank promotions where no change is required to job duties, use only the **Change Job** business process.



- Equity: Requests for equity increases should be submitted via memo to Laserfiche WIP-HR for review and routing to the appropriate administrative approver. Units must provide sustainable funding sources for equity increases. Upon notification of approval units should enter the compensation change using the departmental template (submitted to the budget office), which will be uploaded into the Position Budgeting Application.

When completing the compensation step, please do NOT change the compensation.

During the 'Change Job' process, any allowances and merit will automatically be removed. Please click the arrow to ensure the correct allowance and merit are refreshed and then click the check mark to save the compensation.

Temp/Casual & Student Workers: These employee types are not included in the merit process and changes may be processed at any time.