



April 19, 2018

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

SUBJECT: Summer Insurance Benefits for Less Than 12-Month Employees

Please do the following:

1. Run the *"Employee Academic Pay Settings by Organization"* report in Workday. This will give you a list of all your employees and their annual work period.
2. Sort this report by Annual Work Period
3. Review all 4.5/9/10/11 month employees to determine if changes are needed to their annual work period. Instructions are provided on the attachment.
4. Review all 12-month Grad employees to determine if changes are needed to their annual work period. Instructions are provided on the attachment.
 - a. **REMINDER:** All employees will continue to get paid according to their annual work period and disbursement plan period even if there is no costing allocation
5. **All business processes should be completed by May 17, 2018.**

Attached:

- Instructions/Scenarios for Current Grad Assistants titled "18 Current Grad Assistants"
- Guidelines to help answer questions regarding the continuation of SGIP titled "18 Summer Prem Memo"
- Instructions with screen shots titled "18 Current Grad Instructions"
- Document titled "18 Summer Insurance Premium Q&A" which can be given to employees that contact you regarding their letter or that have questions about how insurance works for less than 12-month appointments.

For questions about benefit deductions, please contact: Vicki Welch at (979) 862-8096

For questions about the business processes, please contact: Your HR Generalist

Texas A&M AgriLife Human Resources | <http://agrilifeas.tamu.edu/hr/>