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/