



January 13, 2017

TO: Texas A&M AgriLife On and Off Campus Business Contacts
SUBJECT: HR Updates-Onboarding, Compensation Procedures, Workday

We enjoyed seeing many of you at this week's AgriLife Conference. We have some exciting things happening in 2017!

Onboarding – AgriLife Style!

Thanks to those of you who participated in focus groups and provided feedback related to onboarding needs within Texas A&M AgriLife. We have created a website and resources that we believe will benefit you and your new employees. <http://agrilife.org/onboarding/>

Workday – Work continues on the implementation of Workday scheduled for December 2017. Handouts from the Workday presentation held during the conference are attached. YouTube videos demonstrating progress are available for viewing at <https://www.youtube.com/channel/UCv0f-njZliyFdd1ZzO5FErg> Please share with employees in your unit/department.

Compensation Procedures

System Regulation 31.01.01 *Compensation Administration* has been revised and agency procedures are currently in the process of being signed and posted on the website. We will have one compensation procedure that applies to both on and off campus units. In a nutshell, the procedures state that approval by director or designee will be required for salary offers or increases outside these parameters (also included as an attachment).

New Hires

Pay Plan Title: lower band, middle band for *research titles
Excluded Title:
New position: PD approved rate + 10% Vacant (backfill): last budgeted amount

Reclassifications/Promotions

Pay Plan Title:
Title w/in same pay grade: 10% above current (unless above max for the pay grade)
Title in different pay grade: lower band, middle band for research titles
Excluded Title: 10% above current

Transfers

Same title/Same location: No Salary Change
Same Title/Different Location or Different Title – same as Reclassifications/Promotions

Equity – all require approval

Merit – outside budget, all require approval. During budget – greater than 10% requires approval.

* Research titles

8544 Research Assistant

8545 Research Associate

8554 Senior Research Associate

8556 Research Specialist I

8551 Research Specialist II

8552 Research Specialist III

8557 Research Specialist IV

8553 Research Specialist V

5028 Research Instrumentation Specialist

5040 Senior Research Instrumentation Specialist

For questions, please contact: your HR Generalist at 979-845-2423

Texas A&M AgriLife Human Resources | <http://agrilifeas.tamu.edu/hr/> | p. 979-845-2423