

E-news
ADMINISTRATIVE SERVICES



TEXAS A&M
AGRILIFE

July 20, 2021

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

SUBJECT: Correct Time Off – July 2

Please run the 'All Worker Time Off' report for your department to obtain a list of your employees that submitted time off for the afternoon of July 2nd. Time off requests for the afternoon of July 2nd need to be corrected in Workday accordingly (if they haven't been already). *This may or may not apply to AgriLife Extension County Programs employees.*

The effective date should be the day you run the report.

The start date should be 07/02/21

The end date should be 07/02/21

Also, if corrections are made for any biweekly paid employees, the time sheet for that week will need to be resubmitted.

See the attached instructions for correcting time off.

For questions, please contact: Doris Tykal, HR Specialist II at 979-845-2361 or dmtyal@ag.tamu.edu