



July 27, 2016

TO: Texas A&M AgriLife Unit Heads, Business & Human Resources/Payroll Administrators

SUBJECT: Salary Letter Template for FY 2017

Please forward to appropriate staff.

Attached is the salary letter template for FY 2017. Please use this template to provide salary letters for the employees in your unit. Salary letters may be released beginning **August 22, 2016**.

Final 901's will be available by August 17 in the departmental folders under **TAMUS-AgriLife\Work in Progress - Budget 2017**.

For questions, please contact: Karisa Cherry, Interim Director of Payroll at 979-845-4260 or email kjcherry@ag.tamu.edu or Jennifer Hobbs, Chief Human Resources Officer at 979-845-7810 or email jmhobbs@ag.tamu.edu.

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