



November 1, 2018

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

SUBJECT: Consulting & External Release Time

Good News ... The Consulting – Time Off Plan has been changed so that this time can be granted to employees and balances can be tracked.

The Consulting & External Release Time requests for FY19 that were approved through the end of October have been granted in Workday.

Beginning 11/1/18, Absence Partners will need to grant the approved Consulting & External Release Time in Workday. Please see the attached instructions.

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

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