



October 16, 2018

TO: Texas A&M AgriLife - On & Off Unit Contacts
SUBJECT: Offer Letters in Workday

We are pleased to give you some good news on offer letter in Workday! The offer letter language has been updated with the following:

- Removed reference to University and replaced with member name
- Removed the statement: "You will be provided with a copy of your position description, which will contain detailed information about the duties of this position, at onboarding."
- Removed the statement: "Please sign below indicating your acceptance of the terms and conditions of this offer and return." Replaced with: "Please submit this task indicating your acceptance of the terms and conditions of this offer in the comment box provided."

With these changes, ***you will be able to use the automatically generated offer letter within Workday with a couple of additions*** (see <https://agrillifeas.tamu.edu/documents/workday-offer-letter-templates.pdf/>):

- Before submitting the offer letter generated in Workday, please review and edit as necessary for readability, i.e. ensure the unit name in the first sentence makes sense.
- Add the Background Check Instructions to EVERY offer letter.
- If applicable, also add the language shown below for grant-funded positions and/or moving expenses.

Background Check Instructions

Prospective employee, current employee (in specific instances) or volunteers are required to have a criminal background check.

Sterling Talent Solutions is our service provider. Soon you will receive an email from SterlingBackcheck.com and "Texas A&M AgriLife – Background Screening Instructions" will appear in the subject line. Please check your junk or spam folder if you do not see this in your inbox. The email will contain a link to a secure server.

Using the link provided in the email, you will log into a secure server where you will create a User ID and password. You will then enter the information required to perform the criminal background check.

You must give your consent to complete the check via this website and you will receive copies of all documents you complete. ALL requirements must be completed before the check can be conducted.

- The link provided in the email will expire in a short time frame, so it is critical you respond immediately upon receipt.
- Failure to consent and complete the required information will make you ineligible for employment or volunteer purposes.

Questions can be directed to: **Texas A&M AgriLife Human Resources**, (979) 845-2423,
HRBackground@ag.tamu.edu



For grant-funded positions, insert after 1st paragraph:

Continued employment in this position is contingent upon availability of funding.

If moving expenses are offered, insert after 1st paragraph:

To facilitate your relocation, we will also allocate [ENTER DOLLAR AMOUNT], less taxes, to cover moving expenses you may have. If you have questions regarding the lump sum moving expense, please contact the Payroll Director at (979) 845-4260.