



September 29, 2020

TO: Texas A&M AgriLife Human Resources & Payroll Contacts

SUBJECT: Moving of Personnel Files in Laserfiche between AgriLife departments

In an effort to streamline processes, Sissy Jackson is now the main point of contact for moving personnel files in Laserfiche between AgriLife departments. Please contact Sissy when you have an employee moving from one AgriLife dept to another and need their file sent over to the new department via Laserfiche. [Sissy.jackson@ag.tamu.edu](mailto:Sissy.jackson@ag.tamu.edu) , 979-845-3708. If you have any questions, please reach out to Jennifer Hobbs.

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