



Unit Heads and Business Contacts are recipients of this communication.

FY 2023 Salary Notification

Attached are template options for notifying employees of their September 1, 2022, pay. Options include a salary memo template or a salary email template (in lieu of an individual memo). Workday functionality enables employees to view their FY 2023 salaries so you may choose to share this information using the email communication rather than using the traditional salary memo.

Unit heads should determine the preferred approach (memo or email) and collaborate with their HR/Payroll Contacts and Managers on the plans for employee communication. For those in Extension, there will be a follow up email with additional template guidance.

Based on final budget information being loaded to Workday, salary memos or emails should NOT be released before noon on August 24, 2022.

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

Note: Please do not reply to this email, as this email address does not accept reply messages.