



URGENT: Onboarding Inbox Tasks

Please share with appropriate staff

Ensure New Hires Complete Onboarding Tasks

Please be sure to verify that all new hires are completing their Workday Onboarding inbox tasks. Payroll is seeing an increase in employees without mailing addresses or Direct Deposit. If an employee elects not to enroll in Direct Deposit, it is critical that they enter a valid mailing address in Workday. This will ensure that they receive their pay checks timely as **Payroll is mailing all paper pay checks**. A valid and complete address includes the Apartment # or Unit #.

All payroll schedules are located on our website <https://agrilifeas.tamu.edu/hr/payroll/supervisor-payroll-resources/#payroll-schedule>

For questions about the Hire or Onboarding process, please contact: HR Generalist at (979) 845-2423
For questions about direct deposit, please contact: Payroll at (979) 845-3636

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