



We are pleased to share that the **new Export Control** compliance functionality is being implemented in Workday for AgriLife entities. These changes will help assure that appropriate forms have been reviewed when a person is being hired who is not a U.S. person.

Here are the changes:

- The Export Control Partner role has been added as a security role in Workday, and staff from AgriLife Ethics and Compliance have been assigned this role.
- Effective November 17, with the Hire business process, hires for all workers will add a workflow step to support export control compliance and employment of non-U.S. persons.
- Initiators of the hire process, usually the recruiting coordinator, will receive a Workday task with the following question: To the best of your knowledge, is the candidate for employment a U.S. Person as defined by 8 U.S.C. 1324b (a)(3)?
- This task will be initiated after the hiring process checklist task. If the initiator answers No or Unknown, the Export Control Partner security role will receive a notification and may reach out to the unit contact if additional documentation is needed. This will allow the Ethics and Compliance office to identify the employees needing AG-713 if they have not already received the form. Once the Export Control Partner confirms all approvals are in place, they will submit the task and the hire will proceed to the next step in the business process.

If you have any questions related to the new Workday process, please contact your HR Manager or email agrilifehr@ag.tamu.edu . If you have any questions related to the hiring of non-U.S. persons, please contact the Ethics and Compliance office at exportcontrols@ag.tamu.edu.

KEY TAKEAWAYS

1

Positions can be identified and tracked that require export control compliance work

2

Employees who may be subject to export control compliance can be identified at hire or when transferring or adding a job at another member

3

Export Control Partner can view and take action in Workday to facilitate export control at the member