

Revised 3/8/18

Actions or approvals that are still required but will be handled outside Workday

- Request for Compensation for Contribution to a Continuing Education or Other Extra Curricular Activity (AG-519)
- Request for Texas A&M AgriLife Agency Employee to Teach Credit-bearing Courses in the College of Agriculture and Life Sciences
- I-9 paper form required if dual employment with different System members
- County Agents – Request to Hire
- Calculation of Lump Sum Annual Leave Payment (AG-510)
- Save for Summer Authorization, formerly Extended Pay Plan (AG-506)
- Approval for sick leave pool withdrawals (AG-434)
- Sick leave pool contributions (AG-433)
- Sick leave direct donations – donor (AG-444); recipient (AG-445)
- Alternate work location requests (AG-438); agreement (AG-439); checklist (AG-441)
- Reasonable workplace accommodation request (AG-435)
- Cellular Communication Equipment Reimbursement Request (AG-514)
- Relocation Allowance Payment Guidelines and Form (AG-516)
- Extension County holiday submissions

Actions currently done on paper that will be eliminated

- Salary approvals required by procedure (same as today) - hiring salary or reclass above lower band (or middle band if Research Title) or if over 10% for titles not in pay plan
- Employee Personal Data Sheet (HR-181)
- W-4 form
- Direct Deposit Authorization Form (AG-501)
- Agreement for Dual Employment of an Employee Resulting in Multiple Payments (AG-509)
- Cellular Communication Monthly Service Allowance Enrollment (AG-515)
- ORP and TDA enrollment and vendor change forms
 - HR 11 – Prior ORP Participation Form
 - HR 14 – ORP Salary Reduction Acknowledgement/Change of Vendor Form
 - HR 17 – TDA Salary Reduction/Change of Vendor Form

In Workday, the employee will be able to choose and change vendors online for the ORP and TDA programs as well as change their contribution amount for the TDA plan. There will be guidance to lead employees to the Retirement Programs website containing all the vendor microsite links and the list of consultants for each vendor in order to assist them in making these decisions and completing vendor applications. Default investments have been chosen at all vendors if the employee does not finish this process. Vendors will reach out to any employee that does not complete an application and choose an investment allocation.