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## Description of Human Resources Liaison Coordinator and Human Resources Liaison

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Department heads are responsible for designating at least one Human Resources Liaison Coordinator and/or at least one Human Resources Liaison to perform HR/Payroll-related functions in their departments. To assist with determining who should fulfill this role, brief descriptions follow.

### Human Resources (HR) Liaison Coordinator

- A Texas A&M University employee administering or managing human resources and payroll-related functions for employees within a college, division or department.
- A director/department head must formally assign the role of HR Liaison Coordinator and annually evaluate the employee on their liaison responsibilities. The HR/Payroll-related duties should be written into the employee's position description and performance goals. Suggested wording for the position description: *Performs HR/Payroll-related duties for the department/college/division and is responsible for training HR Liaisons, if applicable. Evaluated annually on performance of HR/Payroll-related duties.*
- Human Resources will determine the required training to be completed by the HR Liaison Coordinator on laws, rules, regulations and procedures within nine (9) months of designation. A certificate of completion will be awarded once all required trainings have been completed timely. Failure to complete the training could result in temporary suspension of access to online systems. See more information on suspensions and reinstatements at <http://employees.tamu.edu/managers/liaisonResources/LiaisonTraining.aspx>.
- HR Liaison Coordinators will be responsible for administering one or more programs and online systems for leave, timekeeping, benefits enrollment, position descriptions, new hires, orientations, training, performance evaluations, workers' compensation, EPA creation, UIN development, and other HR/Payroll-related issues.
- An attendee at periodic HR Liaison conferences and responsible for distributing HR/Payroll-related information to employees from meetings or other communication means, such as the Human Resources Network email messages or Distribution A memos.
- A contact point for focus groups or pilot programs for Human Resources initiatives.

### Human Resources (HR) Liaison

- A Texas A&M University employee responsible for one or more programs and online systems for a department such as leave, timekeeping, benefits enrollment, position descriptions, new hires, orientations, training, performance evaluations, workers' compensation, EPA creation, UIN development, and other HR/Payroll-related issues.
- A director/department head must formally assign the role of HR Liaison and annually evaluate the employee on their liaison responsibilities. The HR/payroll-related duties should be written into the employee's position description and performance goals. Suggested wording for the position description: *Performs one or more HR/Payroll related duties and is annually evaluated on performance of those duties.*
- Human Resources will determine the required training to be completed by the HR Liaison on laws, rules, regulations and procedures within nine (9) months of designation. A certificate of completion will be awarded once all required trainings have been completed timely. Failure to complete training could result in temporary suspension of access to online systems. See more information on suspensions and reinstatements at <http://employees.tamu.edu/managers/liaisonResources/LiaisonTraining.aspx>.
- An attendee at periodic HR Liaison conferences and responsible for distributing HR/Payroll-related information to employees from meetings or other communication means, such as the Human Resources Network email messages or Distribution A memos.

### QUESTIONS?

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