



Texas A&M University Human Resources Generalist I Generic Job Description

Classification Title: Human Resources Generalist I

Job Family: Human Resources

FLSA Exemption Status: Exempt

Pay Grade: 8

Job Description Summary:

The HR Generalist I will ensure timely entry of various Workday processes while maintaining a focus on compliance with University, System, State and Federal requirements. This position will be responsible for processing various personnel actions in Workday in the functional areas of contact information, personal data, and time off and leave; providing HR-related information to employees; facilitating new employee onboarding activities; providing personnel action status updates to customers as requested; providing pertinent information to departments on various personnel-related events; and assisting Hub staff with other Workday business processes.

Required Education and Experience:

Bachelor's degree or equivalent combination of education and experience. No prior experience required.

Required Licenses and Certifications:

- None

Required Knowledge, Skills, and Abilities:

- Ability to effectively communicate both orally and in writing.
- Ability to positively and professionally interact with clients and staff.
- Strong interpersonal and organizational skills.
- Ability to positively and professionally interact with clients and staff, groups of various sizes.

Machines and Equipment:

- Standard office equipment: computer, keyboard, multifunctional printer, telephone, fax machine

Physical Requirements:

- None

Other Requirements and Factors:

- This position is security sensitive.
- This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU regulations and procedures.
- Works to cover shifts, or take emergency call, on evenings, weekends, and holidays as required.

Essential Duties and Tasks:

60% Process Personnel Actions in Workday

- Submit, monitor, advance, and complete business processes in the following functional areas: Contact Information, Personal Data, and Time off and Leave.
- With assistance, enter and complete the following business processes: create new position, job requisitions, edit position restrictions, terminations, employee status changes.

15% Facilitate Employee Onboarding and Offboarding

- Submit information in Workday and/or to the appropriate groups notifying them of a new hire or termination.
- Prepare, maintain, and disposition employment files ensuring accuracy of information and compliance with the University retention schedule and applicable laws and regulations.
- Ensure all new hire documents are submitted timely; monitor progress of the process, ensure processing is complete and employee is ready for onboarding and New Employee Orientation (NEO). Assist with I-9's and Workday inbox processing items on NEO hire dates.
- Coordinate with departments to ensure employee terminations are processed timely and that required steps are completed.
- Prompt department/unit staff to schedule appropriate department/unit specific orientation.

10% Provide Customer Assistance

- Greets customers professionally and courteously and assists them with inquiries.
- Provide information to employees about various HR programs (e.g., EAP, Benefits, Leave, Wellness, TDAs, etc).
- For questions received by employees on topics that are not covered in this position description, forward to the appropriate level HR Generalist as outlined in the service catalog.
- Remind appropriate department to organize appropriate events for employee milestones (anniversary, birthdays, retirement, etc).

15% Additional Hub Responsibilities

- Monitor required training reports for compliance with State and System timelines and coordinate with managers to ensure compliance.
- Follow up with bi-weekly employees and their supervisors to ensure timesheets are submitted and approved in accordance with published payroll guidelines.
- Follow up with employees and their supervisors to ensure annual evaluations are submitted and approved in accordance with HR guidelines.

- Ensure required US DOL notices are posted and kept up to date.
- Assist with HR special projects as needed to include pulling queries in Workday.

Other Duties

- Perform additional work duties as assigned.
- Maintain confidentiality of all and any employee information.
- Maintain knowledge of federal, state, and standard administrative procedures that govern employment.
- Actively participate in team meetings and events.
- Work cooperatively with HR team members, employees and managers.

Is this role ORP Eligible? If so, it needs to meet the criteria on the [Rules and Regulations of the Texas Higher Education Coordinating Board](#).

- Yes
 No

Does this classification have the ability to work from an alternative work location?

- Yes
 No