



---

## Texas A&M University Human Resources Generalist II Generic Job Description

---

**Classification Title:** Human Resources Generalist II

**Job Family:** Human Resources

**FLSA Exemption Status:** Exempt

**Pay Grade:** 10

### Job Description Summary:

The HR Generalist II 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 and provide status updates to the departments. In addition, will serve as the next level professional in areas relating to leave and absence, use of TrainTraq, and other classification actions.

### Required Education and Experience:

Bachelor's degree or equivalent combination of education and experience. One year of related experience.

### 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 the following business processes without assistance: create new position, job requisitions, edit position restrictions, terminations, employee status changes.
- With assistance, enter and complete the following business processes: reclassifications, promotions, Add Job.

### 10% 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.

### 20% Provide Customer Assistance

- Greet customers professionally and courteously and assist them with inquiries.
- Provide information to employees about various HR programs (e.g., EAP, Benefits, Leave, Wellness, TDAs, etc).
- Interpret and apply appropriate policies to employees and supervisors on requests for leave of absence and sick leave pool.
- Serve as a resource to employees on how to access and use Workday and TrainTraq.
- With assistance from centers of expertise, interface with managers to assess needs and provide guidance on the following processes: creating new positions, recruitment and hiring, employee terminations and employee status changes.
- Assist employees in renewing annual permissions (e.g., dual employment, AWL, flexible work schedules, external employment).
- Remind appropriate department to organize appropriate events for employee milestones (anniversary, birthdays, retirement, etc).

### 10% Additional Hub Responsibilities

- Research and review years of service for employees, determine eligibility for YOS awards, gather service pins and communicate lists of eligible employees to departmental leadership, gather and provide HR-related information as needed for other employee recognition programs.
- Monitor required training reports for compliance with State and System timelines and coordinate with managers to ensure compliance.
- Interface with managers to resolve time entry issues and 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.
- 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