



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

Classification Title: Human Resources Generalist IV

Job Family: Human Resources

FLSA Exemption Status: Exempt

Pay Grade: 12

Job Description Summary:

The HR Generalist IV will ensure timely entry of all 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 senior level professional in areas relating to leave and absence, classification actions, employee relations, immigration, and performance management issues. The HR Generalist IV will also coach other HR Generalist on various Workday processes and appropriate tools.

Required Education and Experience:

Bachelor's degree or equivalent combination of education and experience. Five years 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.
- Knowledge of HR concepts, principles, and practices.
- Knowledge of Family and Medical Leave Act (FMLA), Fair Labor Standards Act (FLSA), and Americans with Disabilities Act (ADA).

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:

35% Process Personnel Actions in Workday

- Submit, monitor, advance, all business processes without assistance.

10% Facilitate Employee Onboarding and Offboarding

- Handle onboarding logistics for bi-monthly onboarding days.
- Assist, as needed, other HR Generalist will all items needed to successfully onboard and offboard an employee.
- Monitor for compliance, records retention needs relating to employee onboarding and offboarding documents.
- Assist with I-9's and Workday inbox processing items on New Employee Orientation (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.

25% 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 on requests for leave of absence, sick leave pool, classification and compensation needs, hiring needs, workplace injuries, and immigration concerns.
- Serve as a resource to other HR Generalists and employees on how to access and use Workday, TrainTraq, and Glacier.
- With assistance from centers of expertise, interface with managers to assess needs and provide guidance on the following processes: creating new positions, promotions, add job, recruitment and hiring, employee terminations, workplace injuries, and employee status changes.
- Proactively develop and present HR management information to managers and unit leadership.

30% Additional Hub Responsibilities

- Coach other HR Generalists on properly processing all Workday Business Processes.

- Monitor various reports for compliance with State and System timelines and coordinate with managers to ensure compliance.
- Monitor employee personnel files to ensure compliance with records retention.
- Assist 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.
- Serve as the HUB's point of contact for HR special projects.
- Interfaces with managers to assist and educate them on various needs relating to job posting, performance management issues, workplace injuries, and immigration issues.

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