



# HR LIAISON NETWORK NEWS

August 4, 2021 | **SPECIAL NETWORK NEWS MESSAGE**

## Important Dates for 2021 Merit Process and Resources

Merit launches today, August 4. We have compiled resources from the Merit 2021 Workday Services webpage and the Budget Calendar to help with the Merit Process on our new resource webpage: [2021 Merit Process in Workday](#).

This webpage includes information such as:

- a chart outlining the impacts once the Merit Process has been launched,
- guidance on promotions,
- merit reports,
- sample salary memos and
- other relevant resources.

During the Merit Process, you can continue to perform compensation and job change actions. For employees reclassified effective 9/1/2021 (Edit Position Restrictions is approved by Classification and Compensation and completed in Workday) and who are also receiving a merit salary increase effective 9/1/2021, it is recommended to use the Change Job business process to change the Job Profile but not change the pay. You will enter both the merit and reclassified salary during the Merit Process in Workday.

**NOTE:** During the warning period (8/16/2021 – 8/31/2021), it is strongly recommended that you **DO NOT SUBMIT** a compensation or job change action on an employee who is receiving a merit salary increase effective 9/1/2021. If this is done, the action will be overridden by the merit salary increase on 9/1/2021.

In addition, the Merit Process does not restrict the ability to initiate other common business processes during this time, such as Edit Position Restrictions, Create Position or Assign Costing Allocations.

### Questions:

- For questions regarding the merit plan, one-time merit template, positions budgeting application or Workday merit module, email [budget@tamu.edu](mailto:budget@tamu.edu).
- For other questions related to Classification and Compensation actions:
  - **Texas A&M University**  
HROE, Classification and Compensation: (979) 845-4170 or [hrcomp@tamu.edu](mailto:hrcomp@tamu.edu)
  - **Texas A&M Health HR**  
Kim Johnson: (979) 436-9182 or [hschr@tamu.edu](mailto:hschr@tamu.edu)



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**QUESTIONS?** [HRnetwork@tamu.edu](mailto:HRnetwork@tamu.edu) | 979.862.3854 | 979.845.4141 | [Who to Contact in HROE?](#)

The HR Liaison Network comprises approximately 300 employees who have been designated by their department head to perform HR functions within the department. As partners of the Human Resources organization, HR Liaisons play an important role — from creating a welcoming environment for new hires to maintaining workplace unity while supporting employees and management. Learn more at: [employees.tamu.edu/liaisons](http://employees.tamu.edu/liaisons)

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