



# HR LIAISON NETWORK NEWS

September 7, 2021 | **SPECIAL NETWORK NEWS MESSAGE**

## Updates to the Staff Hiring Authorization Process and Staff Compensation Action Freeze

The Staff Hiring Authorization Process and Staff Compensation Action Freeze for Texas A&M University, which were enacted through August 31, 2021, have expired. If you have not received a notification of approval for a hiring authorization request submitted prior to September 1, that request has now been approved and you may proceed accordingly.

Effective September 1, 2021, Talent Management, Classification & Compensation and Texas A&M Health HR will be administering a review process to help ensure that a new/vacant position's function is essential to meet critical demand and supports the mission of Texas A&M. To this extent, our respective team will review the Workday business process submitted (to fill a vacant position or create a new position) to substantiate that the request from the college or division includes a justification statement which satisfies one of the following criteria:

1. **The position is necessary for health, safety, or security reasons, or**
2. **The position has a direct impact to revenue or grant funding, or**
3. **Not filling the position would create a significant inability to meet student needs without other viable options.**

The final approval stage for the [Create Job Requisition process](#) and the [Create Position Business Process](#) in Workday rests with the **Executive Approver** to validate that all requests for new staff positions and/or requests to fill a vacancy are essential to the requesting organization's operations and meet one of the criteria listed above. This review process applies to staff (including research) positions; however, faculty, graduate assistants, temp/casual, and student worker positions are exempt from this requirement. Once these Workday Business Processes are approved by the Executive Approver, the position will move forward.

We are in the process of updating our applicable websites to reflect these updates. In the meantime, questions may be emailed to:

- Texas A&M employees:
  - [jobs@tamu.edu](mailto:jobs@tamu.edu) for Talent Management
  - [hrcomp@tamu.edu](mailto:hrcomp@tamu.edu) for Classification & Compensation
- A&M Health employees: [hschr@tamu.edu](mailto:hschr@tamu.edu)



Division of Human Resources  
& Organizational Effectiveness

**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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