



# HR LIAISON NETWORK NEWS

May 15, 2018 | **SPECIAL NETWORK NEWS MESSAGE**

## **Reminder: Important Dates for Reclassifications with a 9/1/18 Effective Date**

As a reminder to all managers and HR Liaisons, the deadline for submission of FY2019 staff reclassification actions to be guaranteed completion for the merit process is Monday, May 21, 2018. All actions submitted by close of business this date are guaranteed completion by June 25 (of both the Edit Position Restrictions and Change Job process, both required for reclassification in Workday), when the FY2019 merit process initiates in Workday. When submitting, please note those reclassifications intended for a 9/1 effective date in comments. There are many resources for completing reclassifications on the [Classification & Compensation web page](#). For additional assistance, Classification & Compensation Analysts may be reached by email at [hrcomp@tamu.edu](mailto:hrcomp@tamu.edu) or by phone at 979.845.4170.

## **Keeping Student Workers and Graduate Assistants After Graduation**

We have recently updated web resources regarding [Temporary/Casual positions](#) (formerly known as wage positions), with additional resources for student and graduate assistant employees who are being kept on temporarily after graduation to complete ongoing projects and additional work. In Workday, this process will involve the use of the [Change Job](#) business process, which is used to update the student employee's Job Profile to Program Aide, and the Worker Sub-Type to Temporary/Casual (Fixed Term). For any questions regarding the creation and usage of temporary/casual titles, please contact Classification & Compensation at [hrcomp@tamu.edu](mailto:hrcomp@tamu.edu) or 979.845.4170.



Division of Human Resources  
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**QUESTIONS?** [HRnetwork@tamu.edu](mailto:HRnetwork@tamu.edu) | 979.862.3854 | 979.845.4141

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/liasons](http://employees.tamu.edu/liasons)

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