

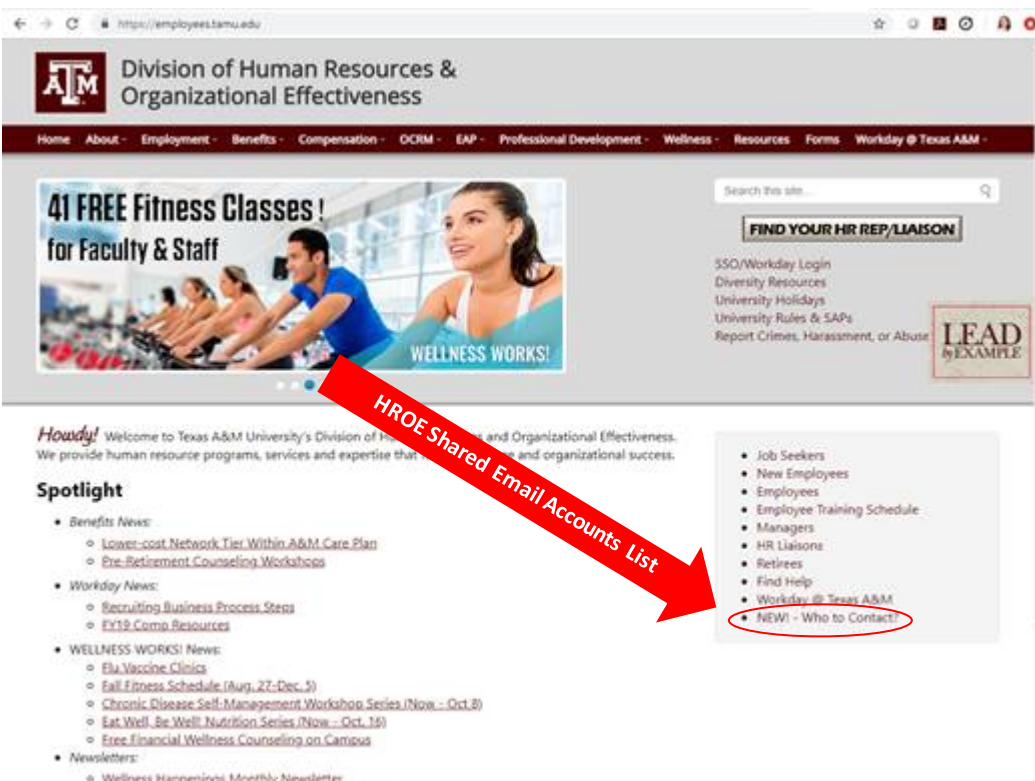


HR LIAISON NETWORK NEWS

September 28, 2018 | **SPECIAL NETWORK NEWS MESSAGE**

REMINDER - [Workday@tamu.edu](mailto:workday@tamu.edu) Shared Email Account Decommissioned Effective 10/1

As you may recall, HROE recently migrated shared email boxes to a ticketing system to help manage inquiries as well as improve communication and services. With this transition, effective **October 1, 2018**, the Workday and HSC email addresses will be **decommissioned** (workday@tamu.edu and hschr@exchange.tamu.edu). If you have a Workday or HSC HR inquiry, please send it to the appropriate HROE department directly. Please consult this [job aid](#) which provides sample inquiry types to help identify which department and shared email address to use. The job aid can also be found by clicking on the link “NEW! - Who to Contact?” located on our main webpage employees.tamu.edu. (see below)



Inquiries sent to the incorrect shared email address will automatically be reassigned to the appropriate department by HROE staff.

To further enable timely service, please keep in mind the following:

- Address your email to only one department and include the **'Inquiry Type'** in the subject line.
- Please do not copy multiple departments (cc) as this may delay a response (multiple departments will have to coordinate who is responding).
- Once the ticket is closed, please do not respond back with **'thank you'** – it reopens the ticket.

Questions regarding the ticketing system may be directed to HR-feedback@tamu.edu.



Division of Human Resources
& Organizational Effectiveness

QUESTIONS? 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

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