



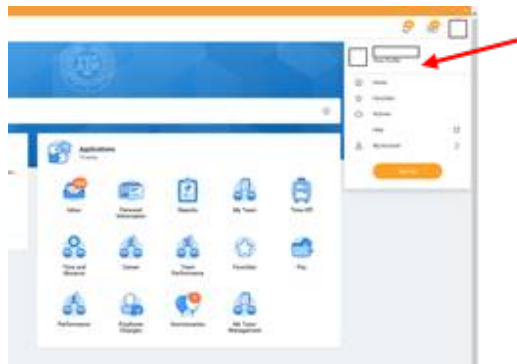
## Find Your HR Liaison/Representative

In order to best serve your needs, each department/unit has one or more designated **HR Liaisons** (representatives) who can assist you with human resources or payroll-related questions. These liaisons serve as the first point of contact before contacting HROE. **HR Liaisons** can have a variety of roles in **Workday**. A brief description of each role is listed below.

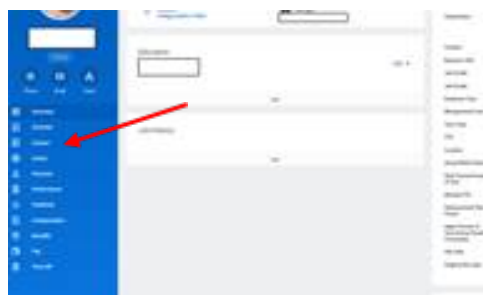
- **Absence Partner** – time off, adjusting accruals, leave questions
- **HR Contact** – create position, hiring, onboarding, job/compensation changes (demotions, promotions, reclassifications, salary adjustments), terminations
- **I-9 Processor** – complete and/or amend Form I-9s
- **Recruiting Coordinator** – job requisitions (job postings), department recruiting
- **Talent Analyst** – performance management (evaluations)
- **Timekeeper** – time management functions such as submitting, cancelling, and/or deleting timesheets

**EMPLOYEES:** Follow these steps to find the HR Liaison with the corresponding **Workday** role:

1. Login at [sso.tamus.edu](https://sso.tamus.edu) and select **Workday** from the SSO menu
2. Click on *your name* (upper right corner), then click *View Profile*



3. From your profile, select **Contact** (left menu)



4. Select **Support Roles** tab (top banner)

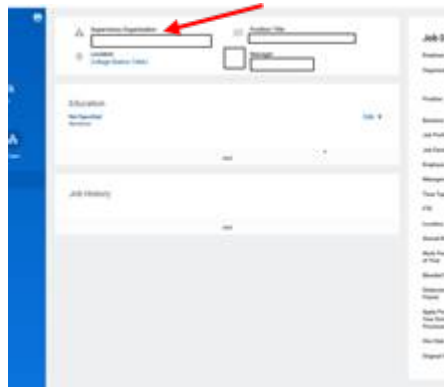


**HR LIAISONS:** Follow these steps to find HR Liaisons who support employees outside of your unit (dual employment):

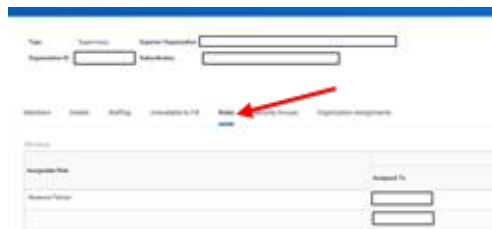
1. Login at [sso.tamus.edu](https://sso.tamus.edu) and select **Workday** from the SSO menu
2. From the *Search Box*, search and select the employee's name



3. Click on their *Supervisory Organization* (hyperlink)



4. Select *Roles* tab to find HR Liaisons



**Reset your Single Sign-On password.**

At [sso.tamus.edu](https://sso.tamus.edu) click on "I forgot my password" and follow the steps. You must know your Universal Identification Number (UIN).