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](http://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 and select Workday from the SSO menu
2. From the Search Box, search and select the employee’s name
   ![Login Screen]

3. Click on their Supervisory Organization (hyperlink)
   ![Supervisory Organization Screen]

4. Select Roles tab to find HR Liaisons
   ![Roles Tab]

Reset your Single Sign-On password.
At sso.tamus.edu click on "I forgot my password" and follow the steps. You must know your Universal Identification Number (UIN).