



HROE Shared Email Accounts

The Division of Human Resources and Organizational Effectiveness (HROE) has migrated our email boxes to a ticketing system. This ticketing system will help us better manage inquiries as well as improve communication and services with our customers.

Keep in mind that HR Contacts are the first point of contact in your unit for all HR or Payroll-related inquiries. Before sending inquiries to one of the below email addresses, it is recommended to first reach out to your departmental HR Contact as they may have procedures specific to your unit and/or may be able to assist you in a more timely manner.

To further enable timely service, please address your email to only one department and enter the ***Inquiry Type*** in the subject line. Adding multiple departments (cc) to your email may cause unnecessary delays.

Inquiry Type	Department/Email	Inquiry Type	Department/Email
Employee Recognition President's Meritorious Service Awards Years of Service Awards	EXECUTIVE SUPPORT emplrecognition@tamu.edu	Applicant Testing Criminal Background Checks Degree Verifications Hiring / On-boarding Interviewing Job Requisitions Recruiting	TALENT MANAGEMENT - RECRUITMENT & WORKFORCE PLANNING jobs@tamu.edu
Alternate Work Location Americans with Disabilities Act (ADA) Grievance Resolution Equal Employment Opportunity (EEO) Facilitated Dialogue Personnel Issues Progressive Discipline Reduction in Force Terminations Title IX	ORGANIZATIONAL CONSULTING & RESOLUTION MANAGEMENT ocrm@tamu.edu	Benefits (medical, dental, life, vision, COBRA, etc.) Drug/Alcohol Testing Employee Assistance Program Fellows Family Medical Leave Act (FMLA) Insurance Billing Paid/unpaid leave (vacation, sick, emergency, etc.) Sick Leave Pool Workers' Compensation	TOTAL REWARDS – BENEFIT SERVICES benefits@tamu.edu
Performance Evaluations Performance Management	PROFESSIONAL DEVELOPMENT hrevaluations@tamu.edu	Retiree Benefits Retirement	TOTAL REWARDS – BENEFIT SERVICES retirees@tamu.edu
Professional, Leadership, Team, and Organizational Development TrainTraq	PROFESSIONAL DEVELOPMENT pdinfo@tamu.edu	I-9s UINs	TOTAL REWARDS – BENEFIT SERVICES NEW - UIN-I9@tamu.edu
General HROE feedback HROE communications HROE website	STRATEGIC PROGRAMS hr-feedback@tamu.edu	Merit Process Inquiries	TOTAL REWARDS – CLASSIFICATION & COMPENSATION merit@tamu.edu
HR Liaison Network Workday Delegations Workday Security Roles	STRATEGIC PROGRAMS - HR LIAISON/WORKDAY hrnetwork@tamu.edu	Additional Job (Dual Employment) Compensation changes Compensation errors Compensatory time Creating a new position Fair Labor Standards (FLSA) Overtime Compensation Pay Plan Administration Position Descriptions Promotions/Reclassifications	TOTAL REWARDS – CLASSIFICATION & COMPENSATION hrcomp@tamu.edu
Employee Fitness Sessions Tuition Assistance Program Living WELL Aware PerksConnect Program Wellness Release Time WELL Leader Program	STRATEGIC PROGRAMS – WELLNESS WORKS! wellness@tamu.edu		
General HR Reports Workday Reports	TALENT MANAGEMENT – ANALYTICAL SERVICES HRDataAnalytics@tamu.edu		



Other Email Addresses

HROE regularly receives inquiries for other campus offices on topics such as faculty hiring, accounting/financial issues, graduate student employment, payroll, and/or student employment. To assist you in directing your inquiry to the appropriate office, we recommend that you use the email addresses below to expedite a response.

Inquiry Type	Email address
DOF Portal Faculty appointments in excess of 100% Faculty hiring Faculty title changes Summer faculty appointments	DEAN OF FACULTIES Facultyhiring@tamu.edu
Accounting Accounting for Projects Costing Allocations FAMIS Payroll Encumbrances Payroll Cost Transfers	FAMIS SERVICES famishelp@tamus.edu
Graduate Assistantships (GA) Requests for GA Assistant >50% effort Add additional job request in Workday for GA	OGAPS ogaps@tamu.edu
One Time Payments (questions & rescind requests) Pay, Payroll, Paycheck Issues Payment Elections (direct deposit) Supervisory Organization Changes Payroll Reports	PAYROLL SERVICES payrollprocessing@tamu.edu
Employment Verification State Service Dates (including edits)	PAYROLL SERVICES payroll@tamu.edu
Job postings for student employees Student employment training & workshops Federal or State Work Study Funds	STUDENT EMPLOYMENT OFFICE jobsforaggies@tamu.edu