CLASSIFICATION AND COMPENSATION OFFICE STAFF UPDATE AND WORKDAY TIPS
# Classification and Compensation Office Staff

<table>
<thead>
<tr>
<th>Name and Title</th>
<th>What We Do?</th>
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| Laura Krajca, Senior Classification & Compensation Analyst | • Reviews compensation actions  
• Reviews and approves position description updates  
• Responds to Workday tickets |
| Lisa Barron, Classification & Compensation Analyst | • Reviews and approves Workday payroll-related inbox items  
• Responds to Workday tickets  
• Researches payroll issues |
| Evan Arambula, Classification & Compensation Analyst (starts 11/1) | • Reviews compensation actions  
• Responds to Workday tickets |
## Classification and Compensation Office Staff

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| **John Williams**, Senior Classification & Compensation Analyst | • FLSA subject matter expert  
• Reviews compensation actions  
• Responds to compensation tickets                                                |
| **Evelyn Castaneda**, Senior Classification & Compensation Analyst | • Workday subject matter expert  
• Responds to Workday tickets  
• Reviews compensation actions                                                   |
| **Michelle Steedly**, Manager, Classification & Compensation | • Manages Classification & Compensation Office  
• Approves new positions, reclassifications, and internal promotions and transfer  
• Reviews out-of-cycle salary increases, temporary salary increases, equity increases, and other increases  
• Consults with departments on classification and compensation issues |
Position/Compensation/Job Changes

• Use online job guides, templates and resources for new positions, reclassifications, dual employment, internal promotion and transfer, job and compensation changes

• Initiate actions for the Manager to ensure departmental HR Contact review

• Provide detailed comments about the request you are submitting
Go to employees.tamu.edu/compensation
The following resources and information will help explain the process behind common job change actions that Classification and Compensation reviews, analyzes, and processes:

**Creating a New Position**

Creating a new position is the process by which a new job is created. A new position is required to be created for any position before it can be advertised or filled. Budgeted staff positions must be complete with a position description and established salary. Creating a position in Workday requires the initiation of the "Create Position" business process, regardless of the position type (staff, temporary/casual, etc.).

- The "Create Position" business process in Workday.
- Position Description template for use in Workday.
- Comment template for temporary overlap staff jobs (To keep future terminating employees on payroll while training their replacement).
- For additional job aids, please visit "Workday Help" in your Single Sign On (SSO) menu.
Position/Compensation/Job Changes

- Attachments are okay if they are appropriate and necessary for the review of the request, i.e. salary memos, resumes, proposed organizational structure, etc.
- Cancel business processes in progress
- Contact Classification and Compensation to correct and rescind completed processes
Position/Compensation/Job Changes

• Review monthly and biweekly payroll calendars and pay schedules
• Run reports to review compensation changes
  – Pay Calculation Results for a Period
    • View payroll results in progress or completed with employee, supervisory organization, compensation, costing allocations and extended cost by TAMUS Cost Center
Need Help?

- Email hrcomp@tamu.edu for help with pay errors, corrections, rescinds and issues related to position, compensation and job changes in Workday
  - Allows us to track and identify common issues and errors
  - Provide detailed comments such as employee name, UIN, and description
  - Include snapshots
1. Use online job guides, templates and resources for position, compensation and job changes
2. Provide detailed comments in your request
3. Email hrcomp@tamu.edu for help with classification and compensation tasks in Workday
Classification and Compensation Office
979.845.4170
hrcomp@tamu.edu
employees.tamu.edu