



STANDARD ADMINISTRATIVE PROCEDURE

31.99.99.M0.03 Human Resources Liaison Network

Approved: March 22, 2013

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Standard Administrative Procedure Statement

The purpose of the SAP is to assist Texas A&M University and Texas A&M Health Science Center¹ departments with compliance and procedures with regard to the management of human resources administration through the formal designation of HR Liaisons.

Definitions

The terms “HR Liaison Network” and “Network” are used interchangeably to represent the consolidated membership of the program.

HR Liaison is an active employee who supports the human resources and payroll-related needs of a department.

Procedures and Responsibilities

1. GENERAL

- 1.1 The HR Liaison Network (Network) is a Texas A&M program supporting decentralized delivery of human resources services at the department level through designated employees. The Division of Human Resources and Organizational Effectiveness (HROE) will provide oversight and communications to support management and ensure overall compliance with HR functions in the departments.

¹ Texas A&M Health Science Center is also referred to Texas A&M Health.

- 1.2 The designation of an employee to perform the duties of an HR Liaison is made at the organization level in Workday.
- 1.3 The role of the HR Liaison should be included as a job duty on the designated employee's position description and rated during the performance evaluation process.

2. DESIGNATION OF HR LIAISONS

2.1 Division, College, Department, or Unit

- 2.1.1 Management shall be accountable for the implementation of human resources administration within their organization.
- 2.1.2 The Vice President (VP), Dean and/or Department Head (DH) shall appoint employee(s) to perform work and communicate information regarding human resources within their organization in Workday (formerly known as administrative location or ADLOC).
- 2.1.3 The VP, Dean and/or DH should acknowledge the responsibilities of the HR Liaison, support their training needs, and recognize that the individual will have access to confidential human resources information.
- 2.1.4 The VP, Dean and/or DH may designate one or more employees as HR Liaison(s) based on the management culture, size, and complexity of the division, college, department, or unit.
- 2.1.5 The VP, Dean and/or DH will use the HR Liaison Designation Statement of Responsibility Form found on the HROE website at <https://employees.tamu.edu/liaisons/> to designate, modify, or remove an individual's designation as an HR Liaison.

The designation of the HR Liaison role provides access to human resource information systems both in Workday and Single Sign On (SSO). Access in Workday is granted by security roles which are assigned to a position whereas SSO roles are assigned to an individual.

If an individual is hired into a position with Workday security roles already assigned to it, it is the responsibility of the department to submit the HR Liaison Designation Statement of Responsibility Form to confirm the individual's designation as an HR Liaison and accompanying access to human resource information systems.

If an individual is hired into a position with Workday security roles and is no longer expected to perform HR Liaison duties, it is the responsibility of the department to submit the HR Liaison Designation Statement of Responsibility Form to remove the individual's designation as an HR Liaison and accompanying access to human resource information systems.

2.2 Human Resources and Organizational Effectiveness

- 2.2.1 The HR Liaison Administrator oversees the centralized Network membership and monitors the access granted for various online applications to HR Liaisons for the performance of their duties.
- 2.2.2 Authorization to access human resource information systems (and other online applications) is based on the functions and /or online applications requested through the designation process.
- 2.2.3 Subject-matter experts from HROE, Payroll Services and other university departments as determined, will provide training, weekly communications, and compliance monitoring to HR Liaisons.
- 2.2.4 HROE communicates with HR Liaisons through a weekly email containing the HR Liaison Network News, which includes important information, resources, announcements, and tips by which HR Liaisons should disseminate information more broadly to the employees within their division, department or unit.
- 2.2.5 HROE hosts periodic HR Liaison Network Meetings to inform HR Liaisons on timely topics, rules and regulations, and provide training and development opportunities.

2.3 HR Liaison Training

- 2.3.1 HROE coordinates a training curriculum of foundational and functional topics to provide knowledge, skills, tools, and resources for HR Liaisons to assist them in performing their functional duties and raise awareness of compliance expectations.
- 2.3.2 All HR Liaisons will complete foundational courses. Foundational courses can be found on the HR Liaison section of the HROE website <https://employees.tamu.edu/liaisons/>.
- 2.3.3 Functional training courses covering topics such as payroll, leave policies, timekeeping, and hiring processes are assigned based on the HR Liaison's

security role(s) in Workday and functional duties they perform for their division, college, department, or unit as indicated in the designation form.

2.3.4 Training must be completed within nine months of initial training assignment being made to avoid a suspension from the Network and all user access.

2.3.5 HROE will modify the required training as appropriate.

Contact Office

For more information or SAP interpretation or clarification, please contact HR Liaison Administration at hrnetwork@tamu.edu or (979) 862-3191.

OFFICE OF RESPONSIBILITY: [Human Resources and Organizational Effectiveness](#)