

STANDARD ADMINISTRATIVE PROCEDURE

31.99.99.M0.03 Human Resources Liaison Network

Approved March 22, 2013

Next scheduled review: March 22, 2018

Standard Administrative Procedure Statement

The purpose of the SAP is to assist Texas A&M University 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.

The term HR Liaison refers to both roles of “HR Liaison Coordinator” and “HR Liaison” unless otherwise noted.

HR Liaison is an active employee who supports the human resources and payroll-related needs of a department on the campus of Texas A&M.

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 Human Resources (HR) department will provide oversight and communications to support management and ensure overall compliance with HR functions in the departments.
- 1.2 The designation of an employee to perform the duties of an HR Liaison is made at the department level.
- 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 or Department

- 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 administrative location (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 or department.
- 2.1.5 The individual designated as the Department Head for an ADLOC by the FD-860 Form will use the HR Liaison Designation Form found on the HR website at <http://employees.tamu.edu> to designate (as well as change and remove) an employee as an HR Liaison.
- 2.1.6 An employee may be designated as either an HR Liaison Coordinator or an HR Liaison using the HR Liaison Designation form.

2.2 Human Resources

- 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 online applications is based on the functions and /or online applications requested through the designation process.
- 2.2.3 Subject-matter experts from HR, Payroll Services and other university departments as determined, will provide training, weekly communications, and compliance monitoring to HR Liaisons.
- 2.2.4 HR 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 HR 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 HR 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 Liaison Coordinators and HR Liaisons will complete foundational courses, including HR Liaison Basics, Employee Relations Overview and Personnel Files, Employee Assistance Program Overview, SingleSignOn and Web Resources Overview and the Performance Development Process.

2.3.3 Functional training courses covering topics such as payroll, leave policies, benefits, timekeeping, and hiring processes are assigned based on the HR Liaison's role and functional duties they perform for their division, college or department as indicated in the designation form.

2.3.4 Training must be completed within nine months of initial designation as an HR Liaison or HR Liaison Coordinator to avoid a suspension from the Network and all user access.

2.3.5 HR 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) 862-3854.

OFFICE OF RESPONSIBILITY: [Human Resources](#)