



Division of Research



Employee Reference Manual

March 2023

TEXAS A&M UNIVERSITY

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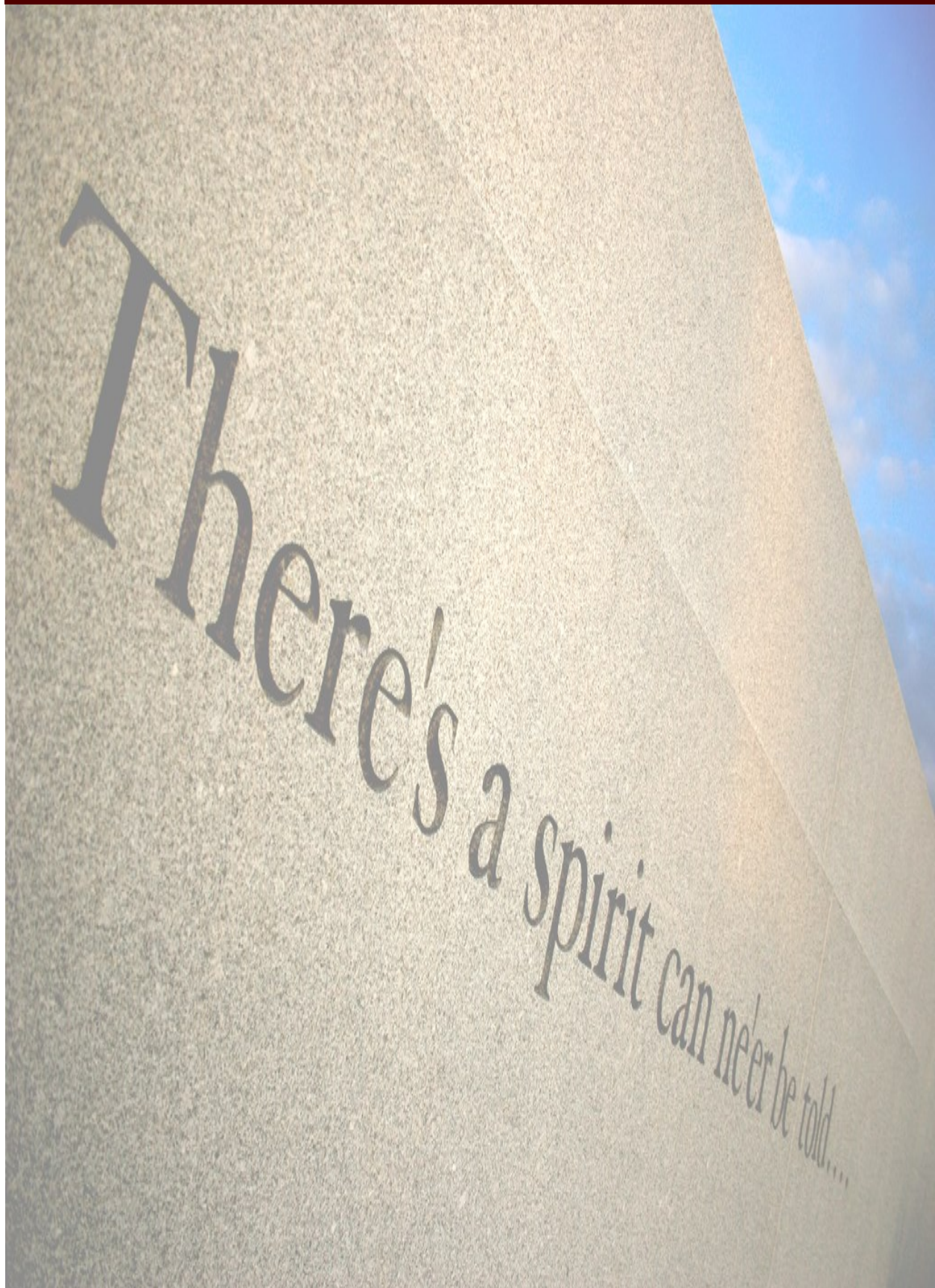
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The Texas A&M University System



Universities

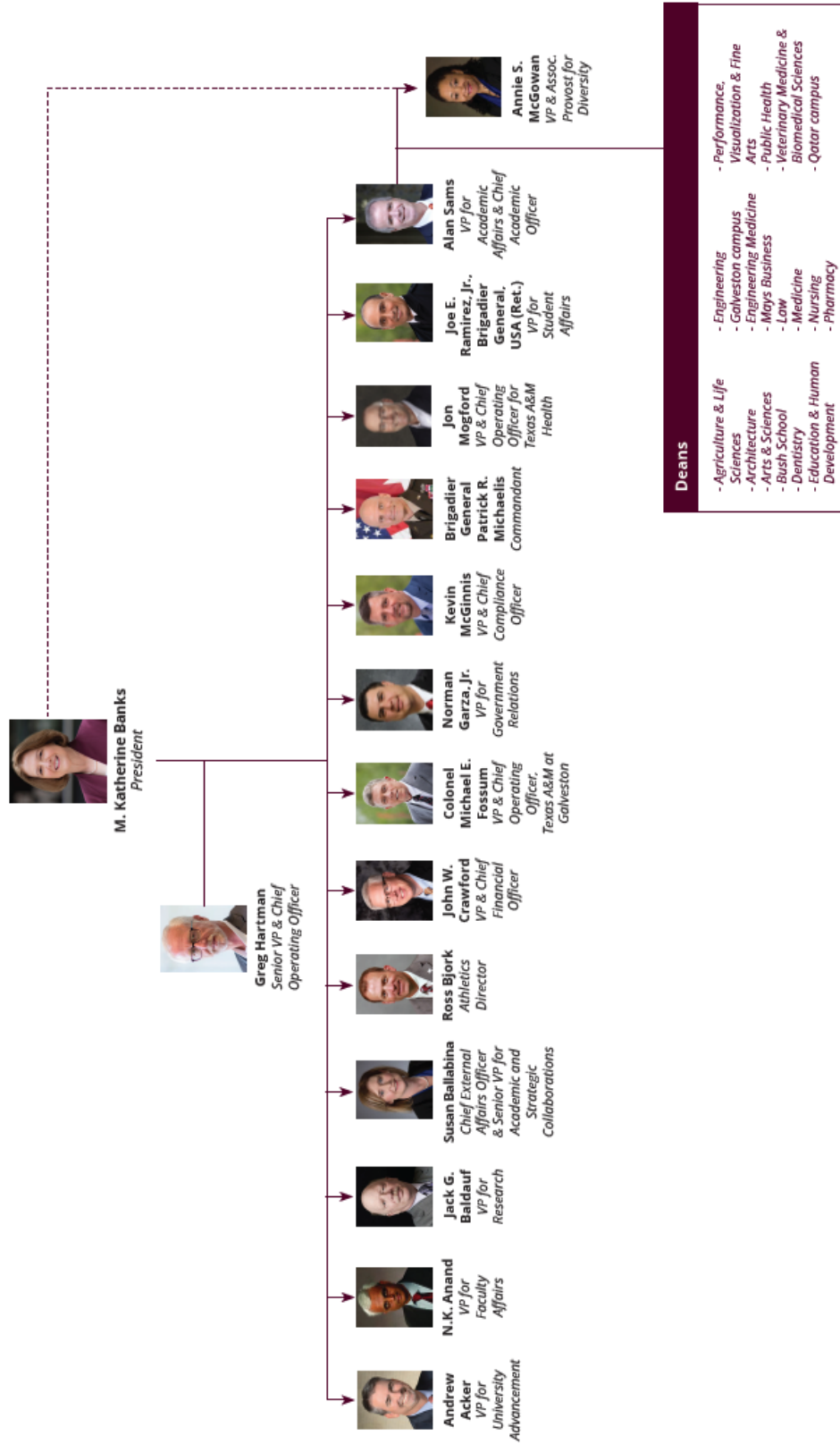
- **Texas A&M University**
 - Texas A&M University at Galveston
 - Texas A&M University at Qatar
 - Texas A&M Health Science Center
- Prairie View A&M University
- Tarleton State University
- Texas A&M International University
- Texas A&M University-Corpus Christi
- Texas A&M University-Kingsville
- West Texas A&M University
- Texas A&M University-Commerce
- Texas A&M University-Texarkana
- Texas A&M University-Central Texas
- Texas A&M University-San Antonio

State Agencies

- Texas A&M Agrilife Research
- Texas A&M Engineering Experiment Station
- Texas A&M Forest Service
- Texas A&M Agrilife Extension Service
- Texas A&M Engineering Extension Service
- Texas A&M Veterinary Medical Diagnostic Laboratory
- Texas A&M Transportation Institute
- Texas Division of Emergency Management

Other Member Institution

- The RELLIS Campus



Opened: 1876

Colors: Maroon & White

Nickname: Aggies

Mascot: Reveille, the first lady of Aggieland

College Station Campus: 5,200 acres

Rank: Among nation's five largest universities

Purpose: To develop leaders of character dedicated to serving the greater good

Core Values: Integrity, Loyalty, Respect, Excellence, Leadership, Selfless Service

Aggie Code of Honor

An Aggie does not lie, cheat, or steal or tolerate those who do.

Texas A&M Facts:

One of a select few academic institutions in the nation to hold triple federal designations as a land-grant, sea-grant, and space-grant university.

Holds membership in the prestigious Association of American Universities—one of only 62 institutions with this distinction.

Has an research and education center in Costa Rica, facilities in Italy and Mexico, and branch campuses in Galveston and in Doha, Qatar—fully funded by Qatar Foundation.



Home of the George Bush Presidential Library and Museum.

Has the only College of Veterinary Medicine & Biomedical Sciences in Texas, one of the largest veterinary colleges in the nation.

Texas A&M Traditions:

12th Man

In the spirit of E. King Gill, who was called to suit up during the 1922 Dixie Classic in case his team needed him, students stand during football games to support their team.

Yell Leaders

Instead of cheerleaders, yell leaders are on the sidelines. Yell leaders are a team of upperclassmen elected each year by the student body.

Yell Practice

The night before each home football game, students gather at midnight to practice yells and listen to fables from the yell leaders.

Silver Taps

Silver Taps serves as one of the final tributes held for any current graduate or undergraduate student who has passed during the year. This sacred tradition is held the first Tuesday of the month following a student's death.

Muster

Every April 21, Muster brings Aggies together worldwide every. This ceremony is dedicated to Aggies who have gone before us but are forever united in spirit.

Aggie Ring

The Aggie Ring is most recognizable symbol of the Aggie Network. It is a unique representation of achievement, as it can only be ordered when an Aggie completes specific academic requirements.

Gig'em

In 1930, the Aggies started the tradition of school hand signs in the Southwest Conference.

"Howdy!"

Aggieland has gained a reputation of being the friendliest campus in the world.

For more campus facts and traditions, visit tamu.edu/traditions/

Corps of Cadets

It is among the nation's largest uniformed student bodies and commissions more officers than any other institution except for the nation's service academies; more than 2,300 men and women participate on a voluntary basis.

The Corps of Cadets develops well-educated leaders of character who embody the core values of the University and are academically successful, highly sought-after, and prepared for the global leadership challenges of the 21st century.

To learn more about the Corps of Cadets, Corps Values, the Fightin' Texas Aggie Band, Ross Volunteers and more, visit corps.tamu.edu.

Athletics

Texas A&M athletics is committed to academic achievement, athletic excellence, and national recognition of student-athletes, teams, and programs.

The University officially became a member of the Southeastern Conference (SEC) on July 1, 2012, to increase Texas A&M's national visibility, provide greater financial opportunity, and maintain conference stability. There are more than 650 student-athletes competing at the NCAA Division 1 -A level in 20 varsity sports.

To learn more about Texas A&M athletics, athletic schedules, ticket information, local programs and more, visit tamu.edu/athletics

The System

Texas A&M is the flagship University of The Texas A&M University System—one of the largest systems of higher education in the nation. More than 153,000 students are educated through a statewide network of 11 universities, a comprehensive health science center, eight state agencies, and the RELLIS Campus.

Academic Colleges

With 17 academic colleges and schools and 2 branch campuses, Texas A&M is one of the most diversified and comprehensive public research universities in the nation.



Research

Texas A&M stands today as one of the largest research universities in the United States. Faculty-researchers at A&M have generated expenditures of more than \$1.131 billion in FY 2020, all while enhancing undergraduate and graduate education by providing hands-on research.

Faculty

Texas A&M seeks to attract the best and brightest faculty who exemplify the highest standards in teaching, research, and scholarship. Almost 90 percent of Texas A&M's more than 3,500 faculty members hold doctoral degrees or terminal degrees in their field and 330 hold endowed professorships or chairs.

Texas A&M's faculty includes winners of the Nobel Prize recipients, Wolf Prize, and National Medal of Science. Twenty-two faculty are members of the National Academy of Sciences, National Academy of Engineering, or Institute of Medicine.

For more Texas A&M University tidbits and facts, visit tamu.edu/about





HOWDY!

Welcome to the Division of Research.

We are proud to support the research enterprise at Texas A&M University. The Division provides a variety of outstanding research services to our researchers across campus.

This employee reference manual is designed to give you an overview of the services our units provide, offer an introduction to our leadership, and provide the locations of our units across campus. The Division's website, vpr.tamu.edu, also provides information and up-to-date resources.

If you have any questions or concerns, please let us know. We hope you will find your time with the Division of Research rewarding and enjoyable.

Best wishes!

Jack Baldauf

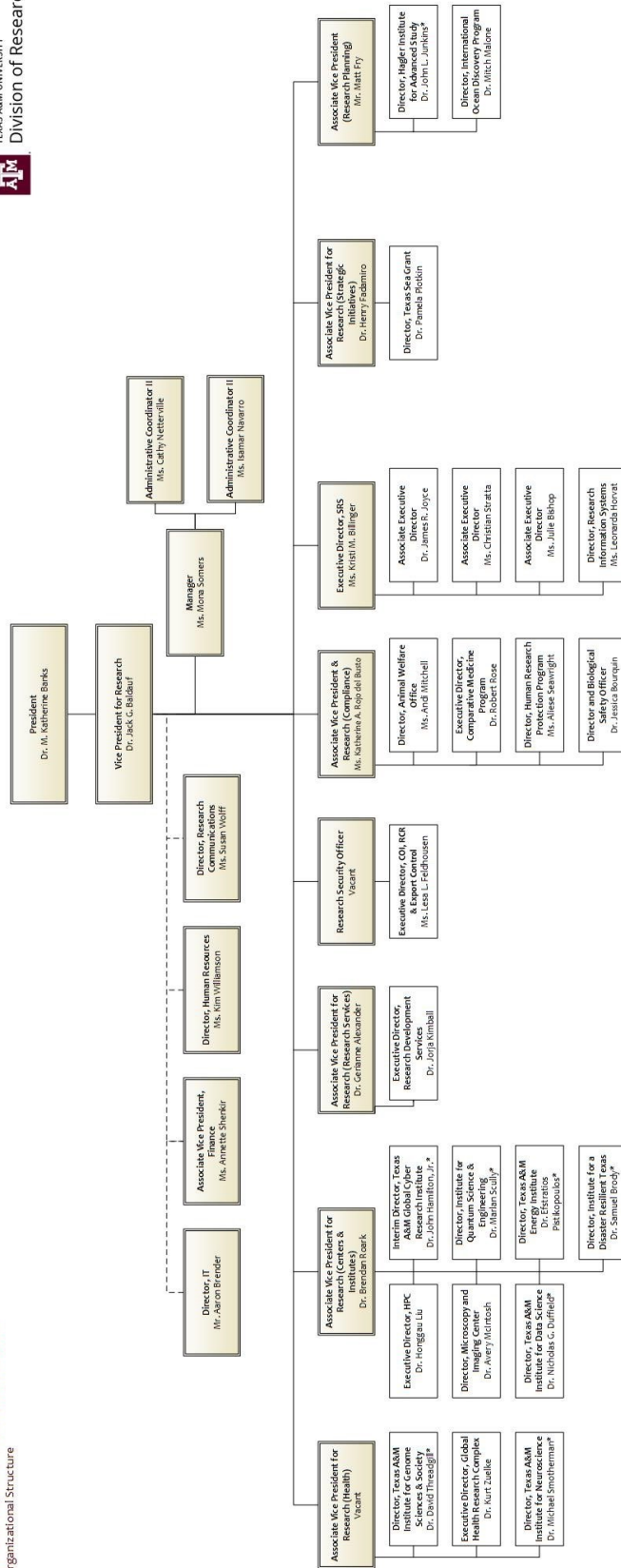


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MS 1112

Visit the Division of Research website vpr.tamu.edu for additional information or for a quick overview, visit vpr.tamu.edu/about-the-division/fact-sheets/.

OFFICE OF THE VICE PRESIDENT FOR RESEARCH
Organizational Structure



Revised 11/1/2022

*These employees are not affiliated to the Division of Research.





Comparative Medicine Program (CMP)

CMP is the centrally administered support service for animal research and teaching programs at Texas A&M University in College Station. The program's facilities and services are available for all Texas A&M campus affiliated faculty, staff, and students who have been approved to conduct animal research by the Institutional Animal Care and Use Committee (IACUC). The animal care program at Texas A&M is accredited by the Association for the Assessment and Accreditation of Laboratory Animal Care (AAALAC).

CMP facilities offer housing and care for most standard laboratory animals. Specialized housing can be provided for biohazard projects and hazardous chemical projects. Varying degrees of animal isolation are available. Housing for large animal species is limited; however, various other campus animal care facilities can provide housing for large animals. CMP also offers a variety of training and technical services to institutional personnel.

Attending Veterinarian

The Attending Veterinarian (AV) is responsible for the health and well-being of all animals used for research, teaching, and testing at Texas A&M University. The AV has the authority to treat, remove from the experiment, institute appropriate measures to relieve severe pain or distress, or euthanize an animal if necessary. The Attending Veterinarian has access to all animals and resources to manage the program of veterinary care and to oversee the adequacy of the animal care and use program.



Dr. Robert E. Rose

Executive Director & Attending
Veterinarian

Comparative Medicine Program

979-845-7433
MS 4473



Visit the CMP website at vpr.tamu.edu/resources/research-infrastructure-support/cmp or vpr.tamu.edu/compliance/rcc/iacuc/AttendingVet_CMP for additional information.

Conflict of Interest and Responsible Conduct of Research



Conflict of Interest and Responsible Conduct of Research

The Conflict of Interest and Responsible Conduct of Research office ensures that research at Texas A&M is conducted responsibly and ethically. Conflicts of interest (COIs) arise where one could financially benefit from research, causing or appearing to cause potential bias in its design, conduct or reporting. In order to promote objectivity in research, researchers are required to disclose any involvement that might constitute a financial conflict of interest as applied to all externally sponsored research activities. Responsible conduct of research (RCR) involves the awareness and application of established professional norms and ethical principles in the performance of all activities related to scientific research. The COI & RCR office monitors and advises the Vice President for Research of potential situations in which policies and procedures may be compromised.

Additionally, the COI & RCR office oversees export control laws and regulations that establish the conditions under which controlled information and items can be transmitted to anyone outside the United States and to foreign persons and entities in the United States. These regulations also restrict or prohibit the transaction of business with certain countries, persons and entities that have been sanctioned by federal agencies as a threat to important US interests. There are severe institutional and individual sanctions for violations of export control laws and regulations, including the loss of research funding, loss of export privileges, and/or criminal and civil penalties.



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Executive Director

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979-862-6419
979-862-3176 fax

MS



To learn more, visit vpr.tamu.edu/manage-research for additional information.



Global Health Research Complex

November 2016, Texas A&M University officially broke ground on the Global Health Research Complex, a state-of-the-art, 102,000-square-foot research facility where researchers will develop products to improve animal and human health in Texas, across the United States and around the globe.

The Global Health Research Complex is designed to:

- Strengthen the state's leadership in animal health by generating significant advances in fundamental understandings of vaccine development and rapid detection technologies for use in the field.
- Provide greater protection for agriculture animal health, as well as public and human health, around the state and across the nation.
- Serve as a critical resource for specialized research components of the College of Agriculture and Life Sciences, the College of Medicine, the College of Veterinary Medicine & Biomedical Sciences, Texas A&M AgriLife Research, the Texas A&M Veterinary Medical Diagnostic Laboratory and the Office of the State Chemist.
- Augment the complimentary missions of the Texas A&M Institute for Preclinical Studies, the Texas A&M Institute for Genomic Medicine and the National Center for Therapeutic Manufacturing.
- Advance Texas A&M's reputation as a research and training facility of national and international recognition.

The Global Health Research Complex will open in 2020.



Dr. Kurt A. Zuelke
Executive Director

**Global Health Research
Complex**
979-458-5581
MS 1403

Visit the GHRC website ghrc.tamu.edu for additional information.



Hagler Institute for Advanced Study (HIAS)

The Hagler Institute for Advanced Study (HIAS) provides a catalyst to enrich the intellectual climate and educational experiences at Texas A&M. It is a mechanism for attracting world-class talent to the University and is driven by nominations of National Academy and Nobel-prize caliber researchers that align with existing strengths and ambitions of the University.

Each year HIAS invites a number of nationally and internationally prominent Faculty Fellows to pursue advanced study at HIAS in collaboration with faculty and student scholars at Texas A&M. The goal is to provide a stellar environment for research and scholarship with the Faculty Fellows having freedom to pursue their own research interests, as well as collaborate in disciplinary and multidisciplinary research. Each Faculty Fellow affiliates with one or more of the doctoral degree granting academic departments housed in 16 colleges and schools.

The Institute aims to enrich the educational experience and advance research productivity by combining the resources of a major tier-one research institution with distinguished faculty, which will deepen the intellectual climate throughout the state of Texas and beyond.



Dr. John L. Junkins

Founding Director of HIAS,
Distinguished Professor of
Aerospace Engineering

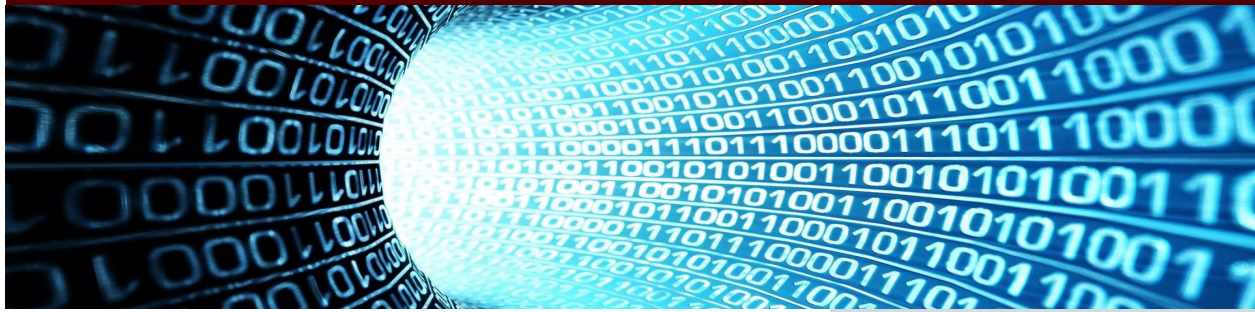
Hagler Institute for Advanced Study

Rudder Tower, 8th Floor
979-458-4989
MS 3572



Visit the HIAS website hias.tamu.edu for additional information.

High Performance Research Computing



High Performance Research Computing (HPRC)

The HPRC facility manages computer systems that are available for use to university faculty, staff, and students who require large-scale computing capabilities. Access to and use of such systems is permitted only for academic research and instructional activity.

The HPRC provides its users with access to several specially configured Linux workstations at two separate locations on campus. The primary function of such workstations is to provide stand-alone platforms for interactive pre- and post-processing tasks, including visualization, that are directly related to larger-scale computation on the supercomputers themselves.

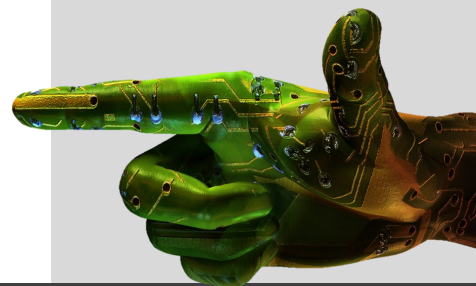
The HPRC also provides technical assistance to research teams across campus that goes beyond "general consulting". As a result, the facility offers collaborations in research projects with a large computational component.

Finally, among many of the services offered by the HPRC, they provide assistance with regards to, among other things: debugging, code optimization and parallelization, and batch processing.



Dr. Honggao Liu
Director

HPRC Facility
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MS 3361



Visit the HPRC website sc.tamu.edu for additional information.

Institute for Quantum Science and Engineering

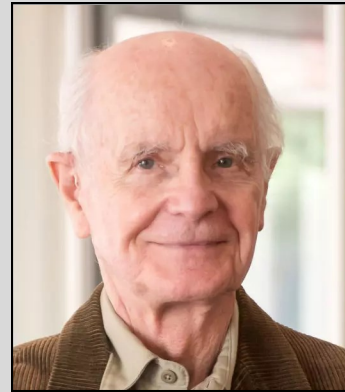


Institute for Quantum Science and Engineering

The Institute for Quantum Science and Engineering's (IQSE) research extends into diverse fields such as quantum philosophy, laser physics, national security, nanoscience, bioscience, improved navigation and global and stellar positioning, and quantum informatics.

The IQSE provides a unique opportunity, by involving faculty students, and researchers within multiple colleges and system parts in research, to take advantage of and build upon the outstanding strengths of the Texas A&M University System, melding them into an extraordinary interdisciplinary entity with national and international impact.

Success in this research significantly impacts other areas, e.g., industry, medicine, water management, food processing, renewable energy efforts, telemetry, active imaging, lightning discharge control, ultra-sensitive magnetometry, metrology, and remote sensing by Lidar (Light Detection and Ranging).



Dr. Marlan Scully

Director
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IQSE
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MS 4242

Visit the IQSE website iqse.tamu.edu for additional information.

International Ocean Discovery Program



International Ocean Discovery Program

The International Ocean Discovery Program (IODP) is an international research collaboration that coordinates seagoing expeditions to study the history of the Earth recorded in sediments and rocks beneath the ocean floor. The *JOIDES Resolution* Science Operator (JRSO) operates the scientific drillship *JOIDES Resolution* on behalf of the National Science Foundation. With an international workforce and scientists with many different backgrounds and perspectives, the JRSO promotes a diverse, equitable, and inclusive work environment, which is reflected in our JRSO Code of Conduct.

The JRSO is responsible for overseeing the science operations of the riserless drilling vessel *JOIDES Resolution*, archiving the scientific data and samples and logs that are collected, and producing and disseminating program publications. The drillship travels throughout the oceans sampling the sediments and rocks beneath the seafloor. The scientific samples and data are used to study Earth's past history, including plate tectonics, ocean currents, climate changes, evolutionary characteristics and extinctions of marine life, and mineral deposits. Drilling operations are conducted purely for scientific purposes and do not include oil exploration.

IODP is committed to exceeding the expectations of the scientific ocean drilling community by maximizing the science the *JOIDES Resolution* delivers.



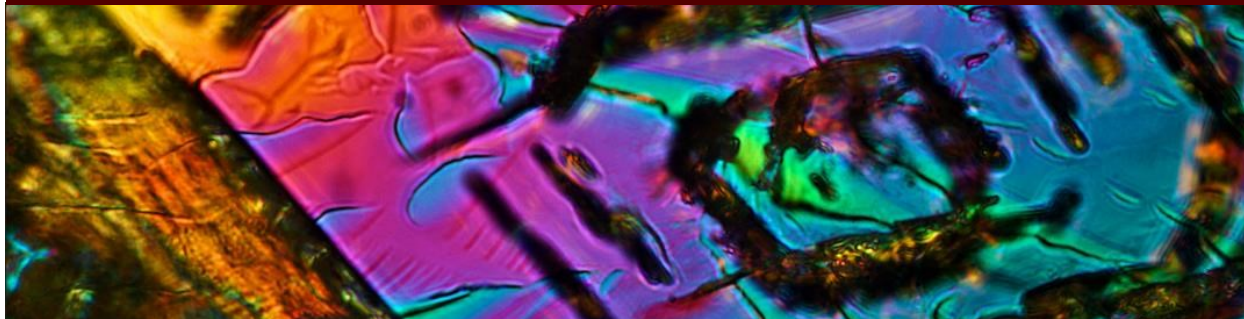
Dr. Mitchell Malone

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IODP

Integrated Ocean Drilling
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979-845-4857 (fax)
information@iodp.tamu.edu

Visit the IODP website iodp.tamu.edu for additional information.



Microscopy and Imaging Center (MIC)

The Microscopy and Imaging Center (MIC) supports research and education by providing current and cutting-edge technologies in microscopy and related imaging for the life and physical sciences on the Texas A&M University campus and beyond.

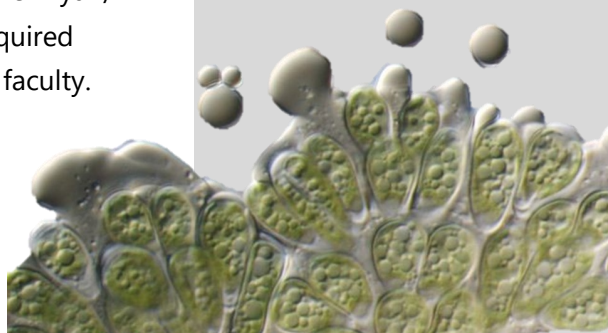
The MIC develops emerging technologies, like super-resolution light microscopy and offers “cool” imaging by ultrafast-freezing samples with thousands of degrees per second to prevent ice crystal formation. The MIC offers expertise in sample preparation, in situ elemental/molecular analyses, high-resolution imaging using light- and electron enabled methods of crystalline and amorphous specimens, surface and cross-sectional analyses, 3-D structure determination by single particle-based algorithms and tomographic methods, as well as digital image analysis and processing. The Center promotes cutting-edge research in basic and applied sciences through research and development activities, as well as quality training and education through individual training, short courses and formal courses that offer credit.

The Center’s outreach activities extend deep into the Bryan/College Station community, and the Center has acquired aficionados from K-12 to postdoctoral fellows and faculty.



Dr. Larry Griffing
Interim Director

MIC Office
Interdisciplinary Life Sciences
Building, Office 1137
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MS 2257



Visit the MIC website microscopy.tamu.edu for additional information.



Research Compliance

The Division of Research is committed to promoting and ensuring the highest standards of integrity in proposing, conducting and reporting research. Through its various programs, the Division of Research provides information and guidance in areas such as biosafety, animal care and use, human subjects research, biosafety, occupational health, good laboratory practices, and scientific misconduct. Texas A&M is responsible for promoting academic practices that encourage honesty and scientific integrity and developing rules and procedures for dealing with allegations or other indications of fraud or serious misconduct. All members of Texas A&M share responsibility for maintaining ethical standards of research and scholarship and reporting suspected abuse of these standards.

The Division of Research, through the Research Compliance and Biosafety programs, is responsible for providing training and support to faculty, students, and staff in regulatory requirements for scientific research at Texas A&M. Research Compliance ensures the protection of human and animal subjects involved in research, to the safety of our faculty, staff, and students involved in conducting research, and to the welfare of the public. Research Compliance programs strive to proactively, collaboratively, and transparently support and strengthen a culture of research compliance while at the same time facilitating an environment that is fundamentally supportive of competitive research.



Ms. Katherine Rojo del Busto

Associate Vice President for
Research and Research Compliance
Officer

Compliance Shared Support

Interdisciplinary Life Sciences
Building
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MS 1186



Visit the Compliance websites vpr.tamu.edu/resources/export-controls
for additional information.



Animal Welfare Office

Texas A&M has established an Institutional Animal Care and Use Committee (IACUC) that meets all federal requirements, as defined in the Animal Welfare Act (AWA), the Public Health Service Policy (PHS) and the Humane Care and Use of Laboratory Animals. The IACUC is responsible for the oversight, evaluation, and assurance of compliance for the Institution's animal care and use program and System members as outlined in the PHS Assurance (Texas A&M), AWA, and the Guide for the Care and Use of Laboratory Animals. The IACUC serves Texas A&M researchers and educators, as well as researchers and educators from A&M System members. Clinical research conducted in the College of Veterinary Medicine & Biomedical Sciences using client-owned animals must be approved by the Clinical Research Review Committee (CRRC) and the IACUC. Individuals who work with animals or are at risk from animal exposure must be enrolled in a Biosafety Occupational Health Program and informed of the risks associated with the animal exposure.

The Animal Welfare Office (AWO) supports the IACUC, through which all faculty, staff, and students using animals, regardless of location or funding, must obtain approval before activities begin.



Ms. Andi Mitchell
AWO Director

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Visit the AWAP website rcb.tamu.edu/animals for additional information.



Biosafety Program

All research, teaching, and training activities conducted by a member of the faculty or staff of Texas A&M involving any biohazardous agents/materials must be approved by the Texas A&M Institutional Biosafety Committee (IBC) prior to initiation. The Biosafety Program is responsible for providing training and support to faculty and staff in regulatory requirements associated with research reviewed by IBC.

Biosafety Occupational Health Program

The Biosafety Occupational Health Program (BOHP) is an integral part of the University's commitment to provide a safe and healthy work environment. Its mission is to ensure that all people potentially exposed to hazardous biological agents in the course of activities at Texas A&M institutions are offered the best possible information regarding those hazards and access to competent occupational medical services and providers.



Dr. Jessica R. Bourquin
Director of Biosafety and
Biological Safety Officer

Biosafety Program

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MS 1186



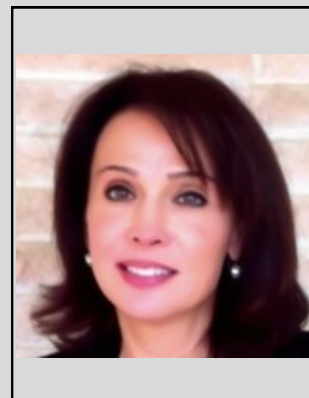
Visit the Biosafety and BOHP websites rcb.tamu.edu/biohazards or rcb.tamu.edu/bohp for additional information.



Human Research Protection Program

The Texas A&M Human Research Protection Program (HRPP) was developed from the University's commitment to address and comply with federal and local requirements regarding the protection of human subjects in research. The HRPP is a resource for anyone involved with human subjects research at Texas A&M: potential research participants, current research participants, investigators, administrators, or interested community members. The program is designed to achieve and maintain regulatory compliance, as well as provide a way for researchers and the public to be informed and protected in research with human subjects. Any human subjects research conducted by Texas A&M faculty, staff, or students must be reviewed and approved prior to being initiated. And, any party wishing to conduct research using Texas A&M employees or students as subjects must secure authorization prior to recruiting participants.

The HRPP works in conjunction with the federally mandated Institutional Review Board (IRB) to assure the protection of human research participants and to ensure Texas A&M's compliance with laws and regulations governing human subjects research. Additionally, the HRPP helps ensure safety and compliance by monitoring activities, performing training, and assisting researchers and IRB members in the review and approval process.



Ms. J. Aliese Seawright
HRPP Director

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MS 1186



Visit the HSPS websites rcb.tamu.edu/humansubjects for additional information.



Research Development Services (RDS)

RDS assists the Texas A&M research community through professional development workshops and seminars, research proposal development, and other research development support services. Other services include:

- Professional development in research proposal planning and writing.
- Assisting individual investigators with new and resubmission grant proposals.
- Assisting investigator teams with large, complex interdisciplinary grant proposal development, including research development strategy at the pre-proposal stage.
- Managing the Division of Research internal International Research Grant Programs, The Arts & Humanities Fellows Program, and PESCA grant program.
- Research Interest Groups

RDS provides strategic oversight, guidance, and coordination of larger complex proposals, which often involve multidisciplinary and multi-institution efforts.

RDS also produces programs that focus on enhancing the proposal writing skills of faculty researchers through seminars and workshops, and for multiple areas interest.



Dr. Jorja Kimball
Executive Director

Research Development Services

Pavilion Building
979-845-1811
rds.dor@tamu.edu
MS 1112



Visit the RDS website vpr.tamu.edu/researchdevelopment for additional information.



Interdisciplinary Life Sciences Building (ILSB)

The ILSB integrates multiple academic disciplines in the search for solutions to complex problems under the general umbrella of complex biological systems.

The ILSB houses researchers in several key focus areas in the life sciences, and also includes several core facilities that are critically important to progress in those areas.

Core facilities in the ILSB include the Microscopy and Imaging Center, the X-Ray Diffraction Laboratory, and the Laboratory for Biological Mass Spectrometry.

Texas A&M University Bioscience Business Accelerator (BBA)

A commercialization space designed to encourage the growth of startup companies developing technologies in the bioscience sector. The BBA provides space and business support solutions enabling biotech companies to optimize their capital and obtain maximal value for research dollars, by serving as a key resource for industry partners seeking innovation and collaborative research opportunities within Texas A&M.

Texas A&M University Research Park

Established in 1982 to create, develop, and promote a community of scientific excellence and innovative technology. Research Park integrates the resources of Texas A&M, a growing community, and a number of private companies.



Mr. R. Matt Fry
Associate Vice President
Interdisciplinary Life Sciences
Building



Visit the BBA and Research Park websites vpr.tamu.edu/resources/researchpark/businessaccelerator or vpr.tamu.edu/resources/researchpark for additional information.



Sponsored Research Services

Sponsored Research Services (SRS) was established September 1, 2011, to enhance research services. SRS provides research services to The Texas A&M University System members with sponsored research activity based in Brazos County, as well as Texas A&M University at Galveston and Texas A&M University at Qatar. In addition SRS supports pre-award services for the regional campuses of Tarleton State University, Texas A&M University–Central Texas, Texas A&M University–Corpus Christi, and Texas A&M–San Antonio.

SRS provides service in the following areas:

- Proposal Preparation and Submission - assisting researchers with the preparation and submission of proposals to sponsors for external funding.
- Contract Negotiation - reviewing the terms and conditions of agreements for non-standard conditions and negotiate any changes.
- Project Administration - establishing and monitoring sponsored project accounts and providing administrative support for the project.
- Accounts Receivable - invoicing and financial reporting of sponsored projects.



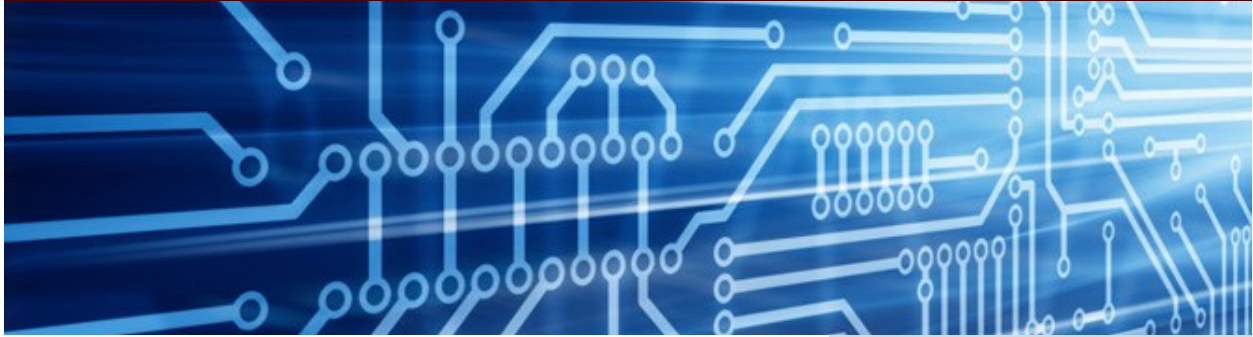
Ms. Kristi Billinger
Executive Director

Sponsored Research Services

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979-962-6777
979-862-1458 (fax)
MS 3578



Visit the Sponsored Research Services website srs.tamu.edu for additional information.



MAESTRO

The Research Information Systems department, also known as MAESTRO, reports to and supports the mission of Sponsored Research Services. It is tasked with developing, implementing, and maintaining the enterprise information system named Maestro. Maestro supports researchers and research administrators across the A&M System. Through various modules Maestro provides transparency to users so that they may review and approve their proposals prior to submission to the sponsor, check the status of contracts in negotiation, and view post-award information. The executive portal allows leadership transparency into statistics related to proposals, awards, and expenditures across fiscal years or calendar years, on organizational units, researcher, or funding sponsor level.



Ms. Leonarda Horvat
Director of MAESTRO

MAESTRO
400 Harvey Mitchell Parkway
South
MS 3410





Texas A&M Research Administration

Texas A&M Research Administration provides financial and administrative compliance services to faculty, staff, and students by assisting in the acquisition and administration of externally funded research projects. Research Administration works closely with The Texas A&M University System's Sponsored Research Services (SRS) office to advance the discovery, development, communication, and application of knowledge in a wide range of academic and professional fields.

Texas A&M Research Administration also oversees Research Reporting, International Research Relations, and Time and Effort Compliance.



Dr. Jim Joyce

Associate Executive Director

Research Administration
400 Harvey Mitchell Parkway
South, Suite 300
979-862-1769
MS 1260



Visit the Research Administration website vpr.tamu.edu/researchadmin for additional information.



Texas A&M Energy Institute

The Texas A&M Energy Institute (EI) supports Texas A&M University's goal of becoming a world leader in all areas of energy research, scholarship, and creative work and contributing to cutting-edge solutions for grand scientific, engineering and societal challenges. EI collaborates with researchers across Texas A&M to generate new funding for important energy-related projects and to solve problems that will benefit mankind, improve our standard of living, and increase safety, while being respectful of the environment.

The Energy Institute works with industry and government to establish meaningful and productive collaborations with Texas A&M researchers and to serve as a guide to the robust energy-research capabilities across Texas A&M. EI promotes energy education and training, provides an opportunity for public and private partners to engage university researchers, and facilitates connections between Texas A&M students and the energy industry.



Stratos Pistikopoulos
Director

Energy Institute
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979-845-0593 (fax)
MS 3372



Visit the Energy Institute website energy.tamu.edu for additional information.



Texas A&M Institute of Data Science

The Texas A&M Institute of Data Science (TAMIDS) serves and fosters collaborations across the university and its affiliated agencies. TAMIDS is a joint undertaking of Texas A&M University with the Texas Engineering Experiment Station (TEES) and Texas A&M AgriLife Research. TAMIDS is an inclusive umbrella organization for data science and will facilitate synergistic interactions among researchers in diverse application areas and those with expertise in core methodologies, including computing, statistics, modeling and simulation, optimization, programming, applied mathematics, data communication, visualization, curation and archiving, and information extraction and management.

Research

TAMIDS facilitates the creation and dissemination of fundamental research in the field of data science, enables applied data science research in relevant disciplines, and spurs interdisciplinary research by unifying the diverse expertise across the university.

Education and Outreach

TAMIDS is poised to propose educational programs in the application of data science methodologies. Because TAMIDS is the umbrella organization spanning different disciplines, it also promotes data science applications across disciplines and industries to external constituencies.

Applications and Service

TAMIDS serves as a university-wide data science infrastructure to benefit the larger university community and its agencies with service-oriented activities through hardware, software, and human expertise. Additionally, the Institute's data scientists offer specialized assistance to researchers involved in analysis of big data.



Dr. Nicholas Duffield

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MS 3156



Visit the TAMIDS website tamids.tamu.edu for additional information.

Texas A&M Institute of Disaster Resilient Texas



Texas A&M Institute of Disaster Resilient Texas

The Institute for a Disaster Resilient Texas (IDRT) was formally established on May 14, 2020 by the Texas A&M University System Board of Regents following the passage of House Bill 2345 by the 86th Texas Legislature in 2019. Located at the Texas A&M University Galveston campus, the Institute's mission is to facilitate the integration of analytical tools and state-level decisions related to disaster resiliency. Through collaborative efforts, the Institute aims to deliver critical research on disaster risk reduction, support state agencies with data analytics and decision-making tools, and generate evidence-based solutions that help Texas communities become more resilient over the long term.

Countless organizations and individuals work tirelessly to strengthen and build more resilient Texas communities. The IDRT aims to provide the foundational data and tools necessary to support those efforts. Through a collaborative process and multi-disciplinary approach, the Institute's mission is to deliver critical research on disaster risk reduction, support state agencies with data analytics and decision-making tools, and generate evidence-based solutions that help Texas communities become more resilient.



Dr. Samuel Brody

Executive Director
409-740-4939
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IDRT

Ocean and Coastal Studies
Building, Galveston, TX
409-741-4331

Visit the IDRT website idrt.tamug.edu for additional information.

Texas A&M Institute for Genome Sciences and Society



Texas A&M Institute for Genome Sciences and Society

The Texas A&M Institute for Genome Sciences and Society (TIGSS) serves as the nexus for genomic research, training, and support. TIGSS functions as a virtual institute to unite genome scientists with researchers who study the social, economic, and ethical consequences and impacts of genomics technology, as well as bioinformatics scientists who conduct research on how to analyze and manage large datasets such as those generated by high-throughput genomics experiments.

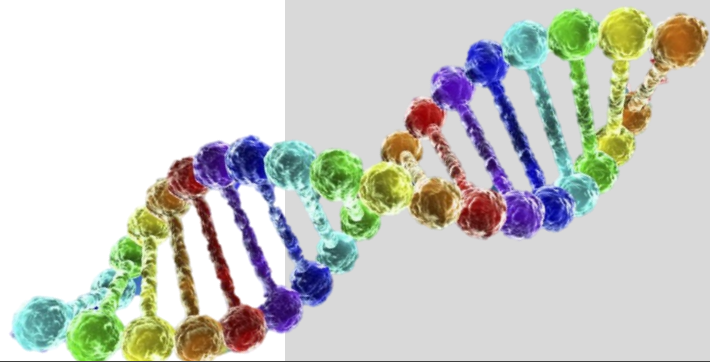
Their mission is to enhance education research opportunities, and training in the genetic and genomic sciences through the support of core infrastructure and to stimulate cross-fertilization of the natural and social sciences to enhance the impact of genome science advances.



Dr. David Threadgill

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TIGSS
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MS1114



Visit the TIGSS website genomics@tamu.edu for additional information.



Texas A&M Institute for Neuroscience

The Texas A&M Institute for Neuroscience (TAMIN) is a multidisciplinary program created in 2009 between Texas A&M University (TAMU) and the Texas A&M University Health Science Center (TAMHSC). TAMIN consists of a highly collegial and interactive faculty with research interests in neuroscience. TAMIN provides an organizational structure that strengthens interdisciplinary and collaborative research, enhances scholarship and research funding, promotes national visibility, promotes postdoctoral and graduate training, and offers undergraduates unique training opportunities within the area of neuroscience.

Within TAMIN there is a strong teaching commitment with the PhD degree program in Neuroscience (NRSC) and undergraduate minor in Neuroscience. TAMIN has a weekly seminar series and annual symposium.

Texas A&M University provides a unique environment for collaboration among scientists studying different areas of neuroscience in eight colleges (Agriculture, Architecture, Education, Engineering, Liberal Arts, Medicine, Science and Veterinary Medicine). Research by the faculty of neuroscience at TAMU/TAMHSC range from basic neuroscience to translational research aimed at developing therapies for neurological conditions including Alzheimer's disease, ataxia telangiectasia, autism, cerebral palsy, depression, drug addiction, fetal alcohol syndrome, epilepsy, hereditary rat neuronal system degeneration, meningoencephalomyelitis, multiple sclerosis, neurofibromatosis, neuromuscular diseases, Parkinson's disease, spinal cord injury, stress disorders and tumors of the nervous system.

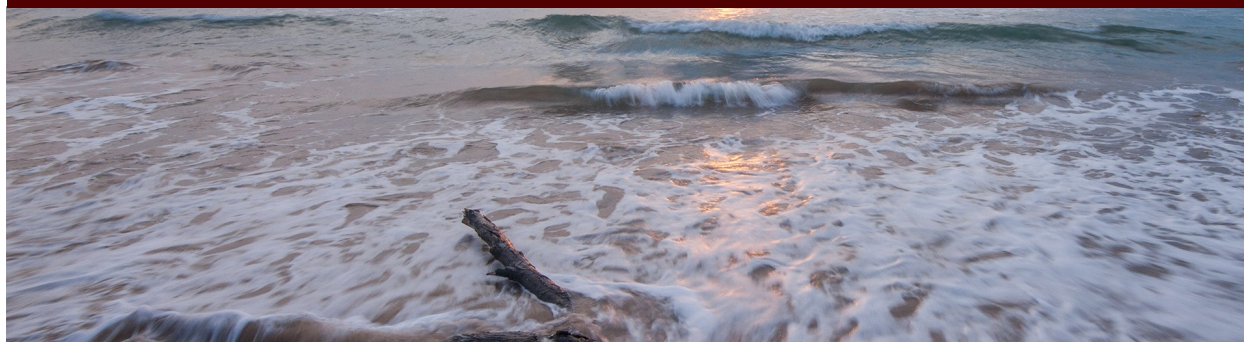


Dr. Michael Smotherman

Director
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Visit the TAMIN website tamin.tamu.edu for additional information.



Texas Sea Grant Program

The Texas Sea Grant College Program is a collaboration of the National Oceanic and Atmospheric Administration (NOAA), the State of Texas and universities across the state.

Texas Sea Grant is part of NOAA's National Sea Grant College Program, a network of 33 university-based programs in coastal and Great Lakes states, Puerto Rico and Guam. Texas Sea Grant is headquartered at Texas A&M University in College Station and also has staff members located at Texas A&M University at Galveston and Texas A&M University-Corpus Christi, and in several other communities along the coast.

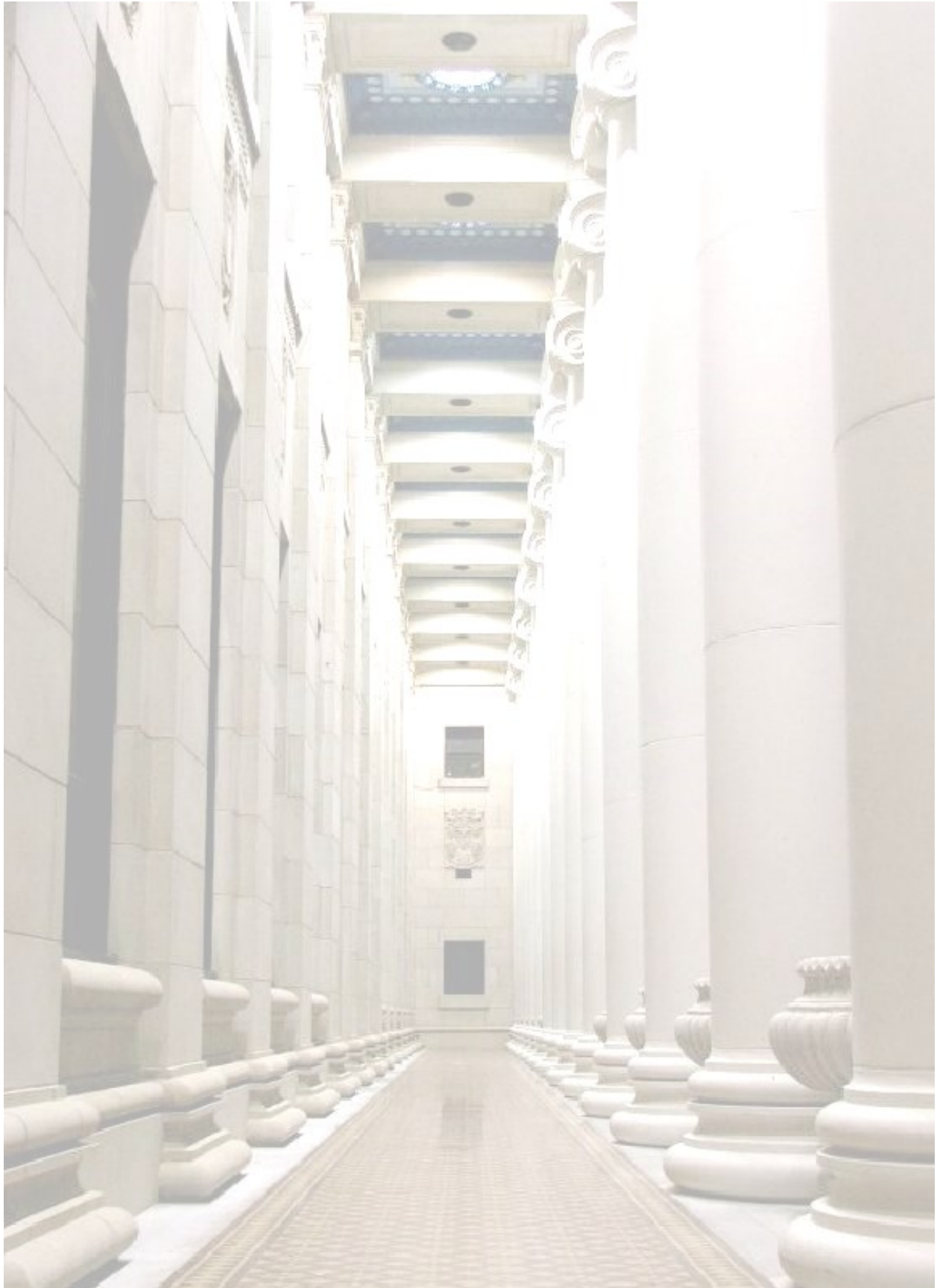
Texas Sea Grant's competitive research grant program draws on the expertise of the state's top scientists. At the same time, its coastal extension agents and specialists working in the field translate and communicate research results to stakeholders in ways that meet the real-world needs of Texans. Living in coastal communities themselves, Texas Sea Grant personnel are a conduit to the industries, local governments and citizens there to help identify additional issues that would benefit from scientific study. This two-way flow ensures that its funded research projects result in innovative tools and services with practical applications and a public purpose.



Dr. Pamela Plotkin
Director

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MS 4115

Visit the Texas Sea Grant College Program website texasseagrant.org for additional information.





We are excited to have you join us in the Division of Research at Texas A&M University. The entire Aggie community wishes you great success in your career here at Texas A&M.

We encourage you to attend a **New Employee Welcome (NEW) Orientation** session to learn more about Texas A&M and its rich history and traditions, meet new colleagues, gain information about key areas of the University, identify benefits of working at Texas A&M, and have fun!

New employees are also encouraged to attend a **Benefits Orientation** session. This is an hour and a half session that provides a basic overview of the comprehensive insurance and retirement package offered by The Texas A&M University System. Topics include health insurance, life and disability insurance, flexible spending accounts, paid time off, longevity, and retirement plans. This session is recommended to be taken within the first month of employment.

Registration is required for both courses and both will take place via Zoom. To register, please visit <https://training.tamu.edu/Courses#EmployeeOrientations>.

Time Off

Budgeted employees accrue vacation and sick leave hours on a monthly basis. These hours are added to your leave balance on the first working day of every month. If an employee is on leave on the first working day of the month, the employee will not be able to use the leave accrued for that month until he or she returns to work.

Vacation Leave

New full-time employees earn eight hours of vacation leave each month. This rate will increase the longer you work at Texas A&M.

Years of State Employment	Hours Accrued Per Month*
Less than 2 years	8
2 years but less than 5	9
5 years but less than 10	10

*Hours are based on full-time employment. For more information about vacation leave and for more of this chart, and to view the maximum leave you can carry forward to the next fiscal year, please visit <http://employees.tamu.edu/employees/benefits/leave/VacationAccrual.aspx>.

Waiting Period

New employees cannot use vacation leave until they have six months of continuous state employment, but will continue to earn vacation leave during this waiting period.

This does not apply to employees who have already established six months of continuous state employment with another state agency.

Sick Leave

Employees receive eight hours of sick leave, with pay, each month. There is no waiting period to use sick leave, and there is no maximum carry forward.

Sick leave can be used anytime sickness, injury, or pregnancy prevents you from doing your job. Sick leave can also be used when a member of your immediate family is ill or needs your care and assistance.

An employee may also use up to 8 hours of eligible sick leave each fiscal year to attend parent-teacher conferences and/or meetings for the employee's children in pre-kindergarten through 12th grade.

New Employee Information



Leave Benefits

University Holidays

Texas A&M Employees generally receive 12 to 15 holidays each fiscal year. This is determined annually by the state legislature, The Texas A&M University System Board of Regents, and the University president. Below are the University holidays for fiscal year 2023:

FY 2023 Holiday Schedule	Dates	# of days
Labor Day	September 5, 2022	1 day
Thanksgiving	November 24 - 25, 2022	2 days
Winter Break	December 26 - 30, 2022	5 days
Martin Luther King, Jr. Day	January 16, 2023	1 day
Spring Break	March 17, 2023	1 day
Memorial Day	May 29, 2023	1 day
Juneteenth	June 19, 2023	1 day
Independence Day	July 4, 2023	1 day

To be eligible for holiday pay, an employee must work (or be in a paid leave status) for any portion of the last scheduled working day before a holiday and be in a paid leave status (or work) for any portion of the next scheduled day after a holiday. A "portion" of a scheduled work day, for holiday pay eligibility purposes, is defined to be at least 15 minutes.

Other Leave

There are many other types of leave available, depending on the employee's circumstances. Eligible employees may use various types of paid and unpaid leave. Leave eligibility and approval will vary, depending on the employee's circumstances and needs.

Paid Leaves

Vacation/annual leave

Sick leave

Sick leave pool

Emergency leave

- Death of family member
- Other circumstances

University holidays

Educational release time

Administrative leave with pay

Jury duty

Other paid leaves

- Volunteer firefighter
- Organ, bone marrow, or blood donors
- Personal crisis or catastrophic situations
- Voting leave
- Court Appointed Special Advocates (CASA)

Other Leaves

Parental leave

Family and Medical Leave Act (FMLA)

Military leave



New Employee Information

Compensation, Insurance, and Retirement



TEXAS A&M
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Compensation

Employees who are paid monthly will receive their pay on the first working day of the month. As a state employee, payment will not be rendered until the actual work is performed; therefore, the pay you receive at the beginning of the month is compensation for the previous month.

Employees who are paid biweekly must submit a timesheet to be paid for hours worked. At certain times during the year, timesheets may have to be submitted early, before the pay period has ended. During these times, submitting estimated hours is not recommended unless the employee has accrued leave available to cover the time, and estimating overtime will not be allowed. Employees can later correct a timesheet, to include those unreported or corrected hours, which will pay on the next available biweekly pay date.

Insurance premiums deducted from an employee's pay will be for the previous month's benefits. If an employee resigns anytime during the month, the full premiums will be deducted from their final check and insurance will be covered for the entire month.

Insurance

Texas A&M has a variety of coverage options available. Employees will have the opportunity to enroll in the following types of coverage:

- Health
- Dental
- Long-term disability
- Accidental death & dismemberment
- Identity Theft Protection
- Vision
- Flexible spending accounts
- Long-term care
- Life
- 2nd MD

Employees can expect Texas A&M to cover a portion of the cost for insurance coverage, but these contributions do not start until the first of the month after your 60th day of employment, unless you are transferring from another Texas state agency or institute of higher education without a break in service. New employees, to avoid paying the full premium for three months, may choose to delay coverage or continue their existing coverage until they qualify for employer contributions.

IMPORTANT

Hard stop days to remember for insurance enrollment:

- If you want immediate insurance coverage, employees must enroll and inform their HR Professional within their first 7 days of employment.
- Otherwise, new employees must make their benefit elections within 30 days of employment (before the 31st day), or the system will automatically default to basic coverage, for employee only. Changes will not be allowed until annual enrollment during July.

To learn more about insurance benefits and coverage, we encourage you to attend a Benefits Orientation presented by Human Resources, or you can view The Texas A&M University System Benefits brochures at <https://www.tamus.edu/business/benefits-administration/booklets-brochures>.

Retirement

Employees are automatically enrolled in the Teacher Retirement System of Texas (TRS) on their first day of work. Some employees (full-time faculty, librarians, and certain professionals and administrators) will be eligible to choose the Optional Retirement Program (ORP) as an alternative to the TRS plan.

In both TRS and ORP, you and the state will make contributions toward your retirement. The contribution amount is based on a percentage of your salary. You may also enroll in the Tax-Deferred Account (TDA) and/or the Texa\$aver Deferred Compensation Plan (DCP), both of which are in addition to your TRS or ORP participation. To learn more, visit <http://new.tamu.edu/benefits/retirement.aspx>.

New Employee Information

SGIP Eligibility Chart



State Group Insurance Premium (SGIP)

The State Group Insurance Premium (SGIP), also known as the Employer Contribution, is the amount provided by the state legislature to cover a portion of benefit-eligible employee health insurance premiums. Each employee's SGIP amount will depend on if they are employed full-time (30 hours or more per week) or part-time (20-29 hours per week) and if enrolling dependents. The table below helps to determine SGIP eligibility for new employees,

1st of the Month Following 60 days		
Hire Date		SGIP Date
From	To	
8/3/2021	9/2/2021	11/1/2021
9/3/2021	10/2/2021	12/1/2021
10/3/2021	11/2/2021	1/1/2022
11/3/2021	12/3/2021	2/1/2022
12/4/2021	12/31/2021	3/1/2022
1/1/2022	1/31/2022	4/1/2022
2/1/2022	3/2/2022	5/1/2022
3/3/2022	4/2/2022	6/1/2022
4/3/2022	5/2/2022	7/1/2022
5/3/2022	6/2/2022	8/1/2022
6/3/2022	7/3/2022	9/1/2022
7/4/2022	8/2/2022	10/1/2022
8/3/2022	9/2/2022	11/1/2022

To review the total cost of insurance based on coverage and the employee expense once eligible for SGIP, please refer to the *New Employee Benefit Enrollment Booklet* in the back of this handbook (Tab B). The New Employee Benefit Enrollment Booklet also provides detailed information about insurance options available, retirement programs, and more.

Overtime Restrictions

Employees must obtain prior approval from their supervisor before working overtime. Employees cannot volunteer to work overtime without pay; they must be compensated for their work. When banked overtime is used as leave, as with any other type of leave, employees should obtain prior approval from their supervisor before taking time off.

Overtime

Non-exempt (biweekly paid) employees earn overtime when they exceed 40 hours in a work week (Sunday - Saturday). Overtime (also known as compensatory time or comp time) will be classified as either state overtime or as federal overtime. Federal overtime is provided under the Fair Labor Standards Act (FLSA) and is often referred to as FLSA overtime.

FLSA overtime is earned at a rate of 1 ½ times the number of hours worked, and it occurs when an employee works more than 40 hours in a work week.

- Employees can choose to be paid for the FLSA overtime or to bank their hours to be used for time off or to be paid at a later date. Employees can bank up to 240 FLSA overtime hours (160 hours worked). Banked FLSA overtime that exceeds these limits will be paid out.
- The Texas A&M University System requires payout of FLSA overtime that is banked for more than 12 months.
- Upon termination, employees will be paid for any remaining FLSA overtime.

State overtime is earned when an employee works no more than 40 hours in a work week, but their time worked plus paid leave/holiday leave total more than 40 hours.

- Employees may have the option to be paid State overtime (with approval) at their normal hourly rate or bank their hours to be used for time off or (with approval) to be paid at a later date.
- State overtime that has been banked must be used within 12 months from the date it was earned, or it will be forfeited.
- State law prohibits the payment of accrued State overtime when an employee terminates.

Setting Overtime Preferences

Employees should check with their supervisor or department head before making any changes to their overtime preferences in Workday.

In order to manage the payout or banking of overtime (comp time), follow these steps in Workday:

1. From the Worker Profile page, click on the Actions button, scroll over Personal Data, select "View my ID Information," and then click on Edit and select "Change My Other IDs".
2. Review the ID type listed as "Comp Time Banked." If this ID type is not listed, it can be added by clicking the plus (+) sign and adding the ID type.
3. If "No" is listed, the current overtime hours will be paid out; if "Yes" is listed, the overtime hours will be banked. If the Identification # field is blank, insert the appropriate option (Yes or No).

Note that if this change is made after a timesheet deadline, the change will not take effect until the next pay period.



Required Trainings for Texas A&M University Employees

The University requires all employees to complete training on certain topics to comply with the Federal Government, State of Texas, The Texas A&M University System, and Texas A&M University laws, policies, regulations, rules, and procedures. Employees may also be required by their department heads and supervisors to complete training based on their job duties. Unless otherwise noted, required courses can be taken online using TrainTraq, which is accessed through the Single Sign On System (SSO) .

New employees are required to complete the following courses within 30 days of being hired and then repeated as indicated :

- Orientation to the A&M System
- Creating a Discrimination Free Workplace/EEO (Repeated every two years)
- Ethics & Fraud (Repeated every two years)
- Information Security Awareness (Repeated every year)

For student employees, the following courses must be taken within 30 days of being hired and repeated as indicated.

- Orientation to the A&M System
- Creating a Discrimination Free Workplace/EEO (Repeated every two years)
- Ethics & Fraud (Repeated every two years)
- Information Security Awareness (Repeated every year)
- New Student Employee Orientation (required by the Student Employment Office)

Employees in the Division of Research will also be required to complete **Export Control Training**, which will also be taken online.

NEVER STOP LEARNING



Training and Development

The Human Resources Office of Organizational Development offers a variety of workshops, programs, and consulting services designed to enhance personal and professional growth and effectiveness of Texas A&M employees. Organizational Development is in the process of revamping their programs and offerings, but have recently introduced a new progressive leadership development framework. Each level was specifically designed based on Texas A&M's unique needs to help one learn what they need to know and do in their leadership role. The leadership development program is currently offering or developing:

- Leading Self
- Leading Others
- Leading the Function
- Leading the Organization

To learn more about this program and others being developed, visit <https://employees.tamu.edu/orgdev/development-resources>

LinkedIn Learning is a great resource with over 13,000 courses available to Texas A&M employees. Log in with your NetID and Password here: <https://www.linkedin.com/learning>

The Division of Research has also put together a list of online learning opportunities on topics specific to employees in the Division, to learn more, visit: <https://rebs.dor.tamu.edu/online-learning-opportunities>.

The Division of Research encourages and supports all employees to take advantage of these training opportunities to enhance their skills, job knowledge, and professional growth.

New Employee Information

Division Tools and Resources



The Division's Research Enterprise Business Services Office (REBS) provides support to all units reporting to the Vice President for Research. We strive to provide excellent service and resources to meet your business needs. Visit rebs.dor.tamu.edu to view all of the information and tools available to you. Here you can find out about updates from Human Resources, Financial Management Services, and REBS. You will also have quick and easy access to business forms and guidelines, Division Newsletters, and the Employee Reference Manual. We have also made sure to include many useful resources to help you find answers about travel, making purchases, professional development opportunities, employee discounts and services, and much, much more!

If you have any questions about these resources, are having problems, or cannot find what you are looking for, email REBS at vpr-business@tamu.edu.

An arsenal of tools and resources...

At  your fingertips

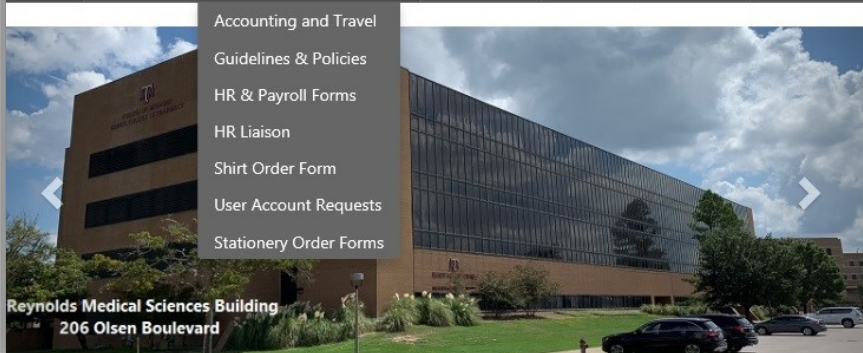
<https://rebs.dor.tamu.edu>

Research Enterprise Business Services

Division of Research



Home About Us ▾ DOR Forms & Guidelines ▾ Resources ▾ Calendar Newsletters Employee Manuals ▾ Online Learning Log In



Search...

Frequently Asked Questions
Division of Research
Style Guide and Visual Hub
Research Titles & Staffing
Contact Us



The Division of Research will purchase each employee one DOR shirt. Choose between a polo or long-sleeve button-down.*

Additional shirts (or other clothing items) may be purchased with the DOR logo from M&M Apparel, located at 1810 Welsh Avenue in College Station. (Additional shirts will be at the employee's expense.)

*Not sure what size to order?
Sample shirts are available to try on at M&M Apparel.*

**SRS employees should contact Lisa Hallford.*



LIVING WELL AT TEXAS A&M

Living Well is designed to ensure Texas A&M employees are living their best lives by aligning their time at work with their overall wellbeing by offering opportunities to explore employee interests, build community, and be in services to others.

To learn more, visit livingwell.tamu.edu.

Physical Resources

2nd MD

- Free, confidential second opinions by world renowned doctors

Wellness Exam Incentive Program

- Individuals completing an annual wellness exam qualify for lower monthly premiums

On-site Fitness Sessions

- Free classes offered in various locations around campus

Wellness Release Time

- Employees can use 30 minutes, three days a week for physical fitness

Naturally Slim

- A program helping employees learn how to lose weight and improve their health

Financial Resources

PerksConnect

- Discounts on local services

Flexible Spending Account

- Allows pre-tax dollars to be used on medical, dental, hearing or vision expenses for you and your eligible dependents

Voluntary Retirement Plans

- Tax Deferred Account (TDA)
- Deferred Compensation Plan (DCP)

Staff Tuition Assistance Program

- Attend Texas A&M University in a degree-seeking program

Financial Advisors

- ORP/TDA vendors available for financial advising

Interpersonal Resources

Parenting Resources

- Parent-related information and resources to assist in meeting the needs of your family.

Employee Assistance Program

- Free confidential counseling services for employees and their eligible dependents

Employee Organizational Development

- Free personal and professional development courses (online & in classroom)



New Employee Information

Parking and Transportation



TEXAS A&M
UNIVERSITY

Parking



Parking permits are required to park on campus and must be renewed annually. Employees having questions about parking should contact Reneé Weidemann, the Division's primary Departmental Parking Representative, or their unit's designated HR Professional.

New employees needing to obtain a parking permit can go to transport.tamu.edu, click on "My Account" and request a parking permit in a desired campus parking lot. Transportation Services will do their best to put you in the lot of your choice. As of fall 2021, Transportation Services has transitioned to virtual permit parking and eliminated hang tag permits. **Your license plate is now your permit; it is very important to always keep your license plate up-to-date.** If your parking assignment is in a garage or behind a gate, you will be issued an access device. You may also submit a request on your Transportation Services account to add an alternative method of access to the garage or gated lot, such as a registered toll tag or hands-free device. Employees may link up to three license plates to their permit, however only one of these vehicles can be parked on campus at any given time. For more questions on virtual permit parking, visit transport.tamu.edu/Parking/faqpermit/change.aspx.

Employees should also be aware of any parking restrictions during sporting events or other special events on campus. Depending on where you park on campus, you may be required to adhere to certain parking restrictions during home football games and other events. You can visit the Transportation website to see if there are any special restrictions in your assigned lot.

Shuttle Services

Campus buses provide shuttle services to students, faculty, and staff by shuttling them around campus and various off-campus locations. There is no charge to ride a campus bus, and Transportation Services provides real-time maps and schedules on their website at transport.tamu.edu/busroutes. Visit the website to determine which bus route you would need for your pick-up and destination, and leave times.

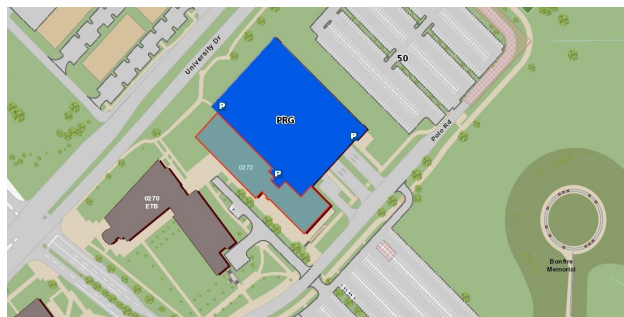


Business Parking

Your position may require that you travel across campus for meetings, inspections, or other reasons. Your individual parking permit will allow you only to park in your specified lot; therefore, you may need to check out a departmental business permit that will allow you to park at other campus locations. These can be checked out from your Departmental Parking Representative (DPR). Please advise your DPR where you will be parking and ask if there are any restrictions for using a business permit in that area. When a business permit is linked to your name, it will use the license plate provided on your Transportation Services account. Continue to keep your plate up-to-date to avoid parking tickets. If you frequently and regularly travel across campus for business purposes, you can ask your supervisor to request an individual business permit for you.

Transportation Services Has Moved

Now located in the Polo Rd. Building, adjacent to
Polo Rd. Garage, at 322 Polo Rd, Suite 350
1250 TAMU



The Division of Research is comprised of high-quality and talented staff, and our leadership encourages the recognition of exceptional staff members. If you would like to recognize a fellow colleague, here are some ways to honor their achievements:

- Take advantage of HR's tools and templates to recognize and reward employees and teams. Download a certificate or card template to say "Thanks" or "Great Job." View their other Recognition tools and tips at <https://employees.tamu.edu/talent-management/managers/employee-recognition/resources.html>
- Additionally, HR has compiled a list of no-cost or low-cost ideas for management and supervisors to find meaningful ways to recognize employees: [Employee Recognition and Reward Ideas | Division of Human Resources and Organizational Effectiveness \(tamu.edu\)](#)
- The Association of Former Students Distinguished Achievement Awards honor Texas A&M University faculty and staff members. This award recognizes staff members who have contributed to the welfare of Texas A&M University through outstanding staff support beyond the expectations of their positions. Nominations are submitted annually in the fall. For more information visit <http://dof.tamu.edu/Awards-and-Honors>
- The President's Meritorious Service Awards (PMSA) are presented to Texas A&M staff for their meritorious service to the University. Nominations are submitted annually in the fall. For more information visit <https://employees.tamu.edu/talent-management/managers/employee-recognition/pmsa/index.html>
- The Division of Research Annual Staff Excellence Awards program is designed to honor and recognize DOR staff members who demonstrate a commitment to excellence and diversity and who show initiative in contributing to the Texas A&M University community. Call for nominations will be sent annually in the Fall via email.
- The Texas A&M University Years of Service program recognizes employees who reach 20, 25, 30, 35, 40, 45 and 50 years of service with a gold lapel pin.





Division of Human Resources
& Organizational Effectiveness

MONTHLY PAY SCHEDULE FISCAL YEAR 2023: (Sept 2022 - Aug 2023)

MONTH	TAMU DAYS	TAMU HOURS	TAMUQ DAYS	TAMUQ HOURS	Report Available	BP's Due	PAYDATE
September	22	176	21	168	9/20/22	9/23/22	10/03/22
October	21	168	22	176	10/18/22	10/21/22	11/01/22
November	22	176	22	176	11/15/22	11/18/22	12/01/22
December	22	176	21	168	12/13/22	12/19/22	01/03/23
January	22	176	23	184	1/19/23	1/24/23	02/01/23
February	20	160	20	160	2/16/23	2/21/23	03/01/23
March	23	184	22	176	3/21/23	3/24/23	04/03/23
April	20	160	21	168	4/18/23	4/21/23	05/01/23
May	23	184	23	184	5/16/23	5/19/23	06/01/23
June	22	176	21	168	6/20/23	6/23/23	07/03/23
July	21	168	22	176	7/18/23	7/21/23	08/01/23
August	23	184	23	184	8/17/23	8/22/23	09/01/23

Updated 7.12.2022

Note: The above schedule is subject to updates based on processing requirement changes. Please refer to our website and monthly processing calendar for routinely updates.

New Employee Information

Biweekly Pay Schedule



TEXAS A&M
UNIVERSITY



Division of Human Resources
& Organizational Effectiveness

BIWEEKLY PAY SCHEDULE: FISCAL YEAR 2023 (Aug 2022 - Aug 2023)

PAY PERIOD NO.	FROM	THRU	Time Sheets Due	PAY DATE	LONGEVITY PAY DATE	WORKING DAYS	WORKING HOURS IN FY AFTER PAY PERIOD
							2088
*E 1	Aug 21	Sep 03	Sep 02	Sep 09	L	10	2072
2	Sep 04	Sep 17	Sep 19	Sep 23		10	1992
3	Sep 18	Oct 01	Oct 03	Oct 07	L	10	1912
4	Oct 02	Oct 15	Oct 17	Oct 21		10	1832
5	Oct 16	Oct 29	Oct 31	Nov 04		10	1752
6	Oct 30	Nov 12	Nov 14	Nov 18	L	10	1672
7	Nov 13	Nov 26	Nov 28	Dec 02		10	1592
8	Nov 27	Dec 10	Dec 12	Dec 16	L	10	1512
*E 9	Dec 11	Dec 24	Dec 16	Dec 30	(No Ins)	10	1432
10	Dec 25	Jan 07	Jan 09	Jan 13	L	10	1352
11	Jan 08	Jan 21	Jan 23	Jan 27		10	1272
12	Jan 22	Feb 04	Feb 06	Feb 10	L	10	1192
13	Feb 05	Feb 18	Feb 20	Feb 24		10	1112
14	Feb 19	Mar 04	Mar 06	Mar 10	L	10	1032
15	Mar 05	Mar 18	Mar 20	Mar 24		10	952
16	Mar 19	Apr 01	Apr 03	Apr 07	L	10	872
17	Apr 02	Apr 15	Apr 17	Apr 21		10	792
18	Apr 16	Apr 29	May 01	May 05		10	712
19	Apr 30	May 13	May 15	May 19	L	10	632
*E 20	May 14	May 27	May 26	Jun 02		10	552
21	May 28	Jun 10	Jun 12	Jun 16	L	10	472
22	Jun 11	Jun 24	Jun 26	Jun 30	(No Ins)	10	392
23	Jun 25	Jul 08	Jul 10	Jul 14	L	10	312
24	Jul 09	Jul 22	Jul 24	Jul 28		10	232
25	Jul 23	Aug 05	Aug 07	Aug 11	L	10	152
26	Aug 06	Aug 19	Aug 21	Aug 25		10	72
							0

E= Estimated Time

* Holiday Adjustments

L= Longevity Paid

Holiday Schedule

Labor Day	Sep 05	Spring Break	Mar 17
Thanksgiving	Nov 24 - 25	Memorial Day	May 29
Winter Break	Dec 26 - Dec 30	Juneteenth	June 19
Martin Luther King, Jr. Day	Jan 16	Independence Day	July 4

FISCAL YEAR 2024 (Aug 2023- Aug 2024)

							2088
1	Aug 20	Sep 02	Sep 04	Sep 08	L		

Updated 8.02.2022

Note: The above schedule is subject to updates based on processing requirement changes . Please refer to our website routinely for updates and our monthly calendar.

Timesheets: The due date includes that all approvals must be completed by 11 AM to be added with the correspondin pay day. Timesheets are locked at 5 PM on the due date. Employees should contact Timekeepers for updates after the due date.

New Employee Information

Division and University Contact Information



TEXAS A&M
UNIVERSITY

Useful Contact Information

Division Contact Information	
Division of Research Human Resources Main Number	458-7781
HR/Business fax number (for confidential documents to your HR Professional)	845-1345
IT Support Group:	847-9490
Or to submit a ticket for IT Support:	support@vpr.tamu.edu
Office of the Vice President for Research (OVPR Front Desk)	845-8585
OVPR fax number	845-1855
Division of Research Listserve (All Staff & Students)	dor-system@tamu.edu
Division or Research staff (Staff only)	dor-staff@exchange.tamu.edu
Division of Research web support	webapp@vpr.tamu.edu
University Contact Information	
Campus Police (non-emergency)	845-2345
Dial-A-Nurse	458-8379
Employee Assistance—Work/Life Solutions Program by GuidanceResources®	866-301-9623
HR Benefits	862-1718
Help Desk Central (CIS)	845-8300
Or to contact by email	helpdesk@tamu.edu
Motorist Assistance Services	845-0057
Police, Fire, Medical Emergency	9-911
Transportation Services	862-PARK
University Operator	845-3211
Visitor Center	845-5851

New Employee Information

Division and University Web Addresses



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Websites to Remember

12th Man Emergency Playbook (also see page 105)	http://www.tamu.edu/emergency/documents/12thManEmergencyPlaybook.pdf
Campus Dining	http://www.dineoncampus.com/tamu/
Campus Tours	http://visit.tamu.edu
Code Maroon	http://codemaroon.tamu.edu
Employee Assistance Program	https://employees.tamu.edu/eap
Disability Services	http://disability.tamu.edu/contact
Division Style Guide	http://vpr.tamu.edu/a-m-research/style-and-visual-hub
GuidanceResources®	https://guidanceresources.com
Help Desk Central (CIS)	http://hdc.tamu.edu
Interactive Campus Map	http://aggiemap.tamu.edu
MS Outlook (employee email)	https://exchange.tamu.edu
Single Sign On	https://sso.tamus.edu
HR/Business Website	http://rebs.dor.tamu.edu
TAMU New Employee Welcome	http://new.tamu.edu
TAMU Today	https://today.tamu.edu
Texas A&M Acronyms	https://new.tamu.edu/media/410224/acronyms.pdf
TAMU Associate of Professional Support Staff (TAPSS)	http://www.tapss.org
Texas A&M Brand Guide	http://brandguide.tamu.edu
Texas A&M Rules	http://rules-saps.tamu.edu
Texas A&M Website	http://www.tamu.edu
Transportation Services	http://transport.tamu.edu
University Calendar	http://calendar.tamu.edu
University Staff Council	http://staff.tamu.edu
University Web Master	http://webmaster.tamu.edu
VPR Website	http://vpr.tamu.edu

New Employee Information

Acronyms and Terminology



A	ADLOC - Administrative Location
	AWO - Animal Welfare Office
	AAU - Association of American Universities
	AAALAC - Association for the Assessment and Accreditation of Laboratory Animal Care
	AUF - Available University Fund
B	BOR - Board of Regents
C	CMP - Comparative Medicine Program
	CIS - Computing Information Services
	COI/RCR - Conflict of Interest & Responsible Conduct of Research
	CPI - Council of Principal Investigators
D	DOF - Dean of Faculties
	DOR - Division of Research
E	EAP - Employee Assistance Program
	EI - Texas A&M Energy Institute
F	F&A - Facilities and Administrative costs (often called indirect cost return)
	FAMIS - Financial Accounting Management Information System
	FMO - Financial Management Operations
	FTE - Full Time Equivalent
G	GSC - General Services Complex
	GHRC - Global Health Research Complex
	GLP - Good Laboratory Practices
	GANT - Graduate Assistant Non-Teaching
	GAR - Graduate Assistant Research
	GAT - Graduate Assistant Teaching
H	HIAS - Hagler Institute for Advanced Study
	HSC - Health Science Center
	HPRC - High Performance Research Computing
	HRPP - Human Research Protection Program
I	IACUC - Institutional Animal Care and Use Committee
	IBC - Institutional Biosafety Committee
	IDP - Interdisciplinary Programs
	IRB - Institutional Review Board
	ILSB - Interdisciplinary Life Science Building
M	MSC - Memorial Student Center
	MIC - Microscopy and Imaging Center

New Employee Information

Acronyms and Terminology



N NCURA - National Council of University Research Administrators

NIH - National Institutes of Health

NSF - National Science Foundation

O OGAPS - Office of Graduate and Professional Studies

OGC - Office of General Council

OVPR - Office of the Vice President for Research

ORP - Optional Retirement Program

P PD - Position Description

PI or co-PI - Principal Investigator

PIN - Position Identification Number

PPM - Positive Performance Management

R RDS - Research Development Services

RIS - Research Information Systems

RTS - Research Technology Services

S SALT - Senior Administrative Leadership Team

SSO - Single Sign On

SECC - State Employee Charitable Campaign

SRS - Sponsored Research Services

T TAMIDS - Texas A&M Institute for Data Science

TRS - Teacher Retirement System

TEES - Texas A&M Engineering Experiment Station

TEEX - Texas A&M Engineering Extension Service

TIGM - Texas A&M Institute for Genomic Medicine

TIGSS - Texas A&M Institute for Genome Sciences & Society

TIPS - Texas A&M Institute of Preclinical Studies

TAMRA - Texas A&M Research Administration Services

TAMU - Texas A&M University

TAMUG - Texas A&M University at Galveston

TAMUQ - Texas A&M University—Qatar

TAMUS - The Texas A&M University System

U UIN - Universal Identification Number

URC - University Research Council

USC - University Staff Council







V VPR - Vice President for Research



New Employee Onboarding

HROE Hub 1 - Leadership – Division of Research HR Team

Website: <http://rebs.dor.tamu.edu> HR Team email: ypr-hr@tamu.edu Fax: 979-845-1026

		
<p>Jessica Beck-Guerrero <i>HR Generalist</i> jbguerrero@tamu.edu 979-458-5790</p>	<p>Vicki Hegemeyer <i>HR Generalist</i> vhegemeyer@tamu.edu 979-862-3770</p>	<p>Elvira Maynard <i>HR Generalist</i> emaynard@tamu.edu 979-845-1813</p>
<p>Assists the following units:</p> <ul style="list-style-type: none"> • High Performance Research Computing • Research Information Systems (Maestro) • Sponsored Research Services 	<p>Assists the following units:</p> <ul style="list-style-type: none"> • Comparative Medicine Program • Global Health Research Complex • Research Development Services • Sea Grant • Texas A&M Institute of Data Science <p>DOR Biweekly & Monthly payroll administrator</p>	<p>Assists the following units:</p> <ul style="list-style-type: none"> • Conflict of Interest & Responsible Conduct of Research • Hagler Institute for Advanced Study • Microscopy & Imaging Center • Research Compliance & Biosafety Programs • Texas A&M Institute for Neuroscience • Texas A&M Institute for Genome Sciences & Society <p>DOR Leave & FMLA administrator</p>
		
<p>Ava Myers <i>HR Generalist</i> avabmyers@tamu.edu</p>	<p>Vacant <i>HR Generalist</i></p>	<p>Renee Weidemann <i>Manager, Human Resources</i> renee@tamu.edu 979-845-2060</p>
<p>Assists the following units:</p> <ul style="list-style-type: none"> • International Ocean Discovery Program <p>IODP medicals administrator</p>	<p>Assists the following units:</p> <ul style="list-style-type: none"> • International Ocean Discovery Program 	<p>Manages DOR HR support team.</p> <p>Assists the following units:</p> <ul style="list-style-type: none"> • Office of the Vice President for Research • Texas A&M Energy Institute • Texas A&M Institute for a Disaster Resilient Texas <p>Assists DOR managers with Employee Relations matters.</p>

New Employee Information

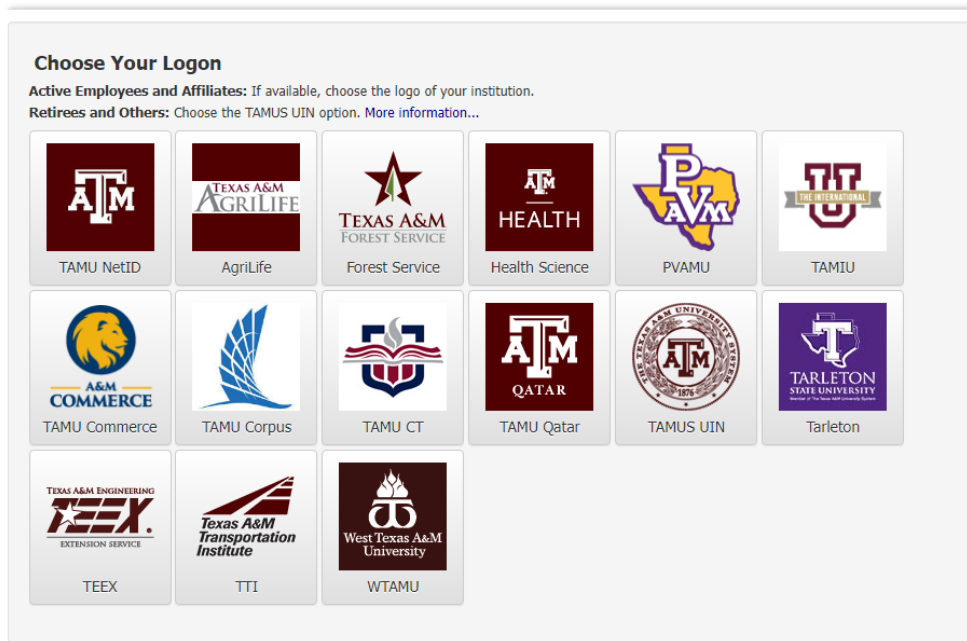
SSO Login Instructions



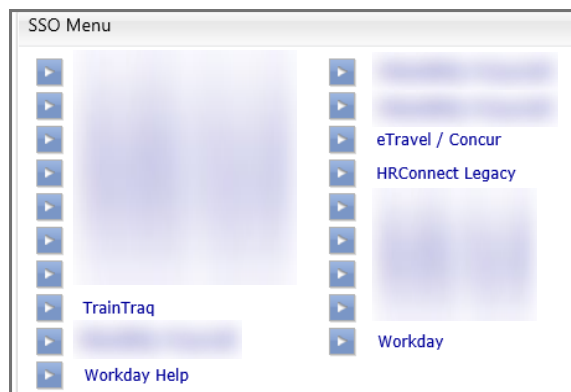
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Logon Instructions for the Single Sign On System

- 1) Go to <https://sso.tamug.edu>



- 2) Select "TAMU NetID"
- 3) Enter your NetID
- 4) Then click on the menu item you wish to access



- a. **HRConnect Legacy**— online tool to view historical payroll/benefit related documents. Will be used to upload any confidential documents required for benefits related purposes.
- b. **TrainTraq**—online system for employees to complete online training and register for Texas A&M training courses.
- c. **Workday**—cloud based application designed to help employees manage their HR and Payroll information in one system, with self-service and mobile capabilities.
- d. **Workday Help**—tools and resources to help you learn Workday with job aids and tutorials to help you complete day-to-day tasks.

New Employee Onboarding

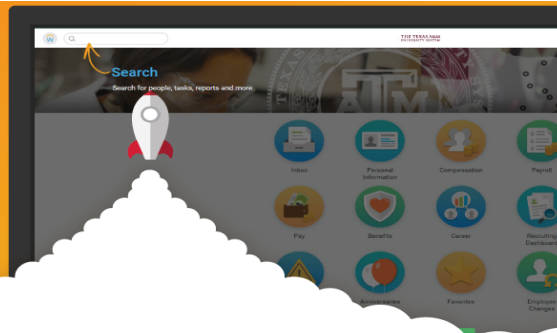
Say Hello to Workday



TEXAS A&M
UNIVERSITY

workday.

First Login Checklist



Say HELLO to Workday on the Single Sign On (SSO) menu. Contact your HR or Payroll representative with any questions you have about your personal information.



Review your Personal Information [View in Workday](#)

Click the **Personal Information** worklet from the Workday Home page and under **View**, select **About Me** to confirm your information in Workday is correct

- **Team** – Is your Manager and your Manager's Manager correct? If not, let your manager know
- **Contact** – Review your home and work information; edit if needed
 - Click **Emergency Contact** - Review your emergency contacts; edit if needed
- **Personal - Additional Data** - Review the Privacy Flag information
- **Compensation** - Review your salary and any allowances you receive
- **Benefits** - Review your current Benefit Plans and Coverage
- **Pay** - Review your current Payslip
- **Time Off** - Review your Time Off Balances

Back to **Personal Information** (back arrow on your browser)

- Under **Change**, select **Photo** and submit your photo (subject to Manager approval)



Review your Benefits Information [View in Workday](#)

Click the **Benefits** worklet from the Workday Home page and under **Change**, select **Beneficiaries**

- Review your Beneficiaries; edit if needed

Navigate back to **Benefits** and under **Change**, select **Dependents**

- Review your Dependents; edit if needed



Review your Pay Information [View in Workday](#)

Click the **Pay** worklet from the Workday Home page and under **Actions**, select **Payment Elections** to confirm your direct deposit information; edit if needed or add additional checking or savings accounts (up to five)



Review Time Off Information [View in Workday](#)

Click the **Time Off** worklet from the Workday Home page

- View **Available Balance as of Today** box at bottom of the screen
- Under **View**, select **My Time Off**
- Under **Request**, select **Time Off**; enter any time off requests



Are you an Hourly Employee? [View in Workday](#)

You will be able to enter time worked from the **TIME** worklet (View the [Enter Time Job Aid](#) for more information)

- Click the **Time** Worklet from the Workday Home page and under **Enter Time**, click **Select Week**.



Are you a Manager? [View in Workday](#)

- Review your team by clicking the **My Team** worklet from the Workday Home page
- Click the **My Team** worklet from the Workday Home page and under **View**, select **My Org Chart** to review your organizational chart



Don't forget to download the Workday mobile app for your portable devices!



New Employee Onboarding

Onboarding Dashboard



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Onboarding Dashboard Worklet

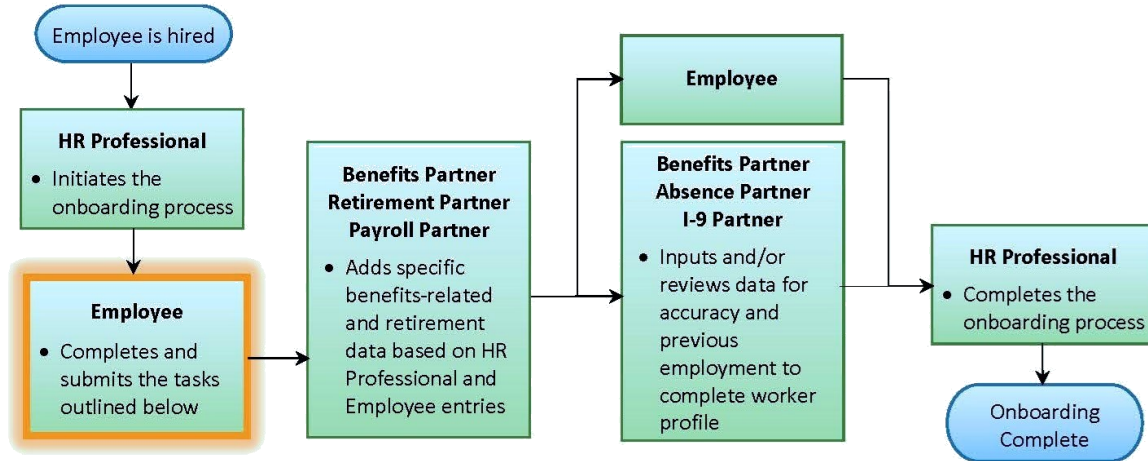
The Onboarding Dashboard Worklet gives employees access to monitor their onboarding status and displays overall completion percentage. Additionally, the employee can access many tools and resources from the dashboard.

The Onboarding Dashboard Worklet can be added at anytime by any active worker in Workday. The onboarding worklet will not be automatically added to the Workday homepage, click on the gear icon to add and remove various worklets.

The screenshot displays the Workday Onboarding Dashboard. At the top, a navigation bar includes the 'Apps' menu, 'MENU', 'THE TEXAS A&M UNIVERSITY SYSTEM', a search bar, and notification icons. The main content area is divided into several sections: a 'Welcome' message with the date 'It's Thursday, October 27, 2022'; a status bar indicating 'Awaiting Your Action'; 'Timely Suggestions' with a 'You Have Unsubmitted Time' alert; 'Recommended for You' with two illustrative cards; 'Quick Tasks' including 'Edit Position Restrictions', 'Create Position', and 'Request Compensation Change'; and 'Your Top Apps' listing 'Onboarding', 'Personal Information', and 'Vaccine Management'. A yellow arrow points to the 'Onboarding' app in the left sidebar, and a black oval highlights the 'Awaiting Your Action' status. The bottom section, titled 'Onboarding', features a 'Welcome!' message, a 'Getting Started' progress bar showing 100% completion, and lists of 'Additional Tasks I Can Complete in Workday', 'Education & Training', and 'Helpful Links'.

Onboarding Flowchart & Instructions

The following flowchart details the list of steps in the onboarding process to complete the hire and to set up the Workday worker profile.

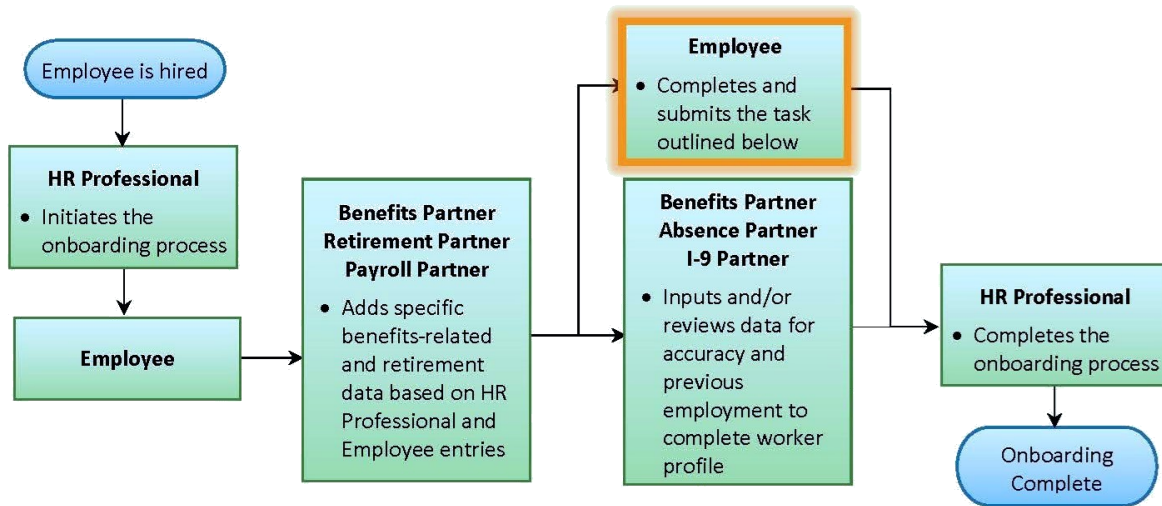


The employee will initially receive 3 groups of onboarding tasks to complete. After each group, the employee will be alerted to refresh their Workday inbox in order to receive the next set of tasks.

Group 1	Group 2	Group 3
<ul style="list-style-type: none"> • Personal Information • Contact Information • Change Emergency Contacts • Additional Data – Privacy Flag • Additional Data – State Veteran’s Preference • Additional Data – TRS Question • Additional Data – Insurance & Retirement Benefits Onboarding Questions • Additional Data – Direct Deposit Declaration (Y/N Question – will you be transferring funds to a foreign bank account. You must answer No.) 	<ul style="list-style-type: none"> • Edit Government ID (SSN) • Complete Federal Withholding Elections • Complete State and Local Withholding Elections • Change Self-Identification of Disability • Change Veteran Status Identification 	<ul style="list-style-type: none"> • Review Required New Employee Notices • Edit Passports and Visa • Complete W-4 in GLACIER and Submit to Payroll (non-US citizens only)

Onboarding Flowchart & Instructions

Finally, after the appropriate data has been entered to determine benefit eligibility dates and rates, retirement options, service dates, etc., the employee will receive a final group of tasks to complete.



Group 4

- Change Benefits for Life Event
- Manage Payment Election (First, set up accounts for direct deposit (up to 10), then manage payment elections to establish how you want your funds transferred.)

Keys to a Successful New Employee Onboarding:

- ! Onboarding **must be completed using only the tasks** available in the new employee's **Workday inbox**.
- ! These inbox tasks will include an opportunity to update personal and contact information. Please **do not initiate** these changes **outside of the onboarding process** to avoid errors.
- ! A "To Do" task provides instructions to **go do** something (in or outside of Workday); once complete, **submit** the To Do task to move forward.

Additional resources can be found on the **Employees and Workday** website. Here you can obtain further guidance on the onboarding process in Workday, learn more about the Onboarding Dashboard, get instructions on how to complete the Federal Tax Election Form W-4, learn how to manage payment elections (direct deposit), and find resources and information on other common tasks.



<https://employees.tamu.edu/workday/employees.html>

Services and Resources for Texas A&M Employees





Employee Tuition Assistance

To help staff pursue lifelong learning opportunities, the **Employee Tuition Assistance Program** will assist with the cost of undergraduate or graduate courses in a degree-seeking program taken at Texas A&M University (which includes Galveston, the School of Law, and the Health Science Center). The program is designed to enhance staff careers or pursue higher education opportunities and professional development.

Tuition assistance will be processed as a scholarship and will pay up to \$1,000 per three-credit hour class for a maximum of two classes for the fall and/or spring semesters. Eligible staff members enrolled in a degree-seeking program at Texas A&M will automatically receive this scholarship during the fall and spring semesters. Staff must first be admitted to Texas A&M through the Office of Admissions. No additional application process will be necessary.

Employees who receive tuition assistance will be required to adhere to all rules associated with being a student at Texas A&M, including, but not limited to, registering for classes, paying fees, and adhering to all academic rules and deadlines.

Educational Release Time is available to eligible employees who are registered as students to attend classes, with appropriate approval, during their regularly scheduled workday. This program provides employees with more flexibility to further their growth and advancement, enhance their involvement in the life of the University, and to further their education to become a more productive and knowledgeable workforce. Employees should check with their manager or supervisor prior to course registration for classes taken during the workday.

In addition to the employee tuition assistance benefits, Texas A&M University employees may also apply for a **fee exemption** through **Student Business Services (SBS)**.

Visit the link below to learn more:

Employee Tuition Assistance: <https://employees.tamu.edu/benefits/healthy-behaviors/employee-tuition.html>

Educational Release Time: <https://employees.tamu.edu/benefits/leave/paid/educational.html>

Fee Exemption through SBS: <https://sbs.tamu.edu/info-for/departments/staff-fee-exemption/>



The **Texas A&M Staff Emergency Fund** was created to help members of the Aggie Family in need, the Staff Emergency Fund (SEF) provides limited financial assistance (up to \$500) to staff members of Texas A&M University who are experiencing a temporary hardship due to a significant life event. The SEF is available for staff under the Office of the President. If you are unsure of your eligibility and wish to check prior to application, please check with HR Professional.

The SEF is possible thanks to the support of the Texas A&M University President, the Texas A&M Foundation, the efforts of the Texas A&M University Staff Council, and generous employee donations.

To learn more about the SEF or learn how to donate, visit <https://staff.tamu.edu/our-programs/staff-emergency-fund/>

Code Maroon Mobile App



Code Maroon is Texas A&M University's emergency notification system that gives the University the ability to communicate health and safety information in an emergency. The new Code Maroon Mobile app instantly alerts you of campus emergencies or warnings and features a number of new safety tools, including:

Friend Walk

Send your location to a friend or family member so they can follow your progress until you reach your destination. Friend Walk works wherever you are, as long as you have a data connection and your location services are turned on.

Mobile Blue Light

Works anywhere and contacts the nearest 911 dispatch in your area. If you are on campus, the call will be transferred to University Police.

Emergency Procedures

Quickly review University procedures for many emergency situations, including an active shooter, bomb threat, suspicious behavior, receipt of a suspicious letter or package, severe weather, fire, airborne and foodborne illnesses, and gas leaks.

Emergency Contacts

Direct links to 911, University, Bryan and College Station police departments, and Texas A&M EMS.

Safety Toolbox

Send an email with a map of your exact location, or send an "I'm OK" message to friends or family members. A flashlight is also included in the toolbox.

Campus Map Library

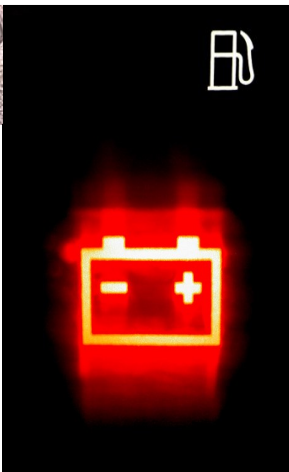
Provides immediate access to the official Texas A&M University campus, transit and parking maps.

To learn more about Code Maroon and the new mobile app, visit codemaroon.tamu.edu

Download the Code Maroon Mobile App



Services and Resources for Texas A&M Employees



Motorist Assistance Services

Provided by Transportation Services

A free, on-campus, service to assist faculty, staff, students, and guests with air for flat tires, a gallon of gas if your vehicle runs out, or a jump start for dead batteries, while on University property.

Services are available Mon.-Fri., 6am-10pm, and on weekends 7am-5pm. Services not available when the University is closed. **For assistance, call 845-0057.**

Employee Discounts



Discounted Software

Discounted Prices or No Charge



Texas A&M faculty, staff, and students can purchase discounted software for personal use. To view eligibility requirements, product list, prices, or to purchase available products online, go to sell.tamu.edu.

For questions call
Tel: 979-862-4104

More Employee Perks & Discounts

As a Texas A&M University employee, you will have access to various perks, discounts, activities and assistance, to learn more, visit <https://new.tamu.edu/enjoy-the-benefits/perks-assistance-and-discounts/>

Services and Resources for Texas A&M Employees



The **fastest** way to **connect** to local deals.SM

The **PerksConnect** employee discount program enable employees and retirees with access to find deals on items and services. Users receive discounts on everything from local restaurants, movie theater tickets, vacations, online retail purchases, and insurance and benefit products.

To learn more and register, visit :

<https://employees.tamu.edu/benefits/healthy-behaviors/perks.html>



Vendor Discounts for Personal Cell Phone Plans

Texas A&M Employees are Eligible for Discounts

Vendor	Discount	Instructions
AT&T	15% off monthly rates	Visit www.att.com/wireless/texasamuniversity
Sprint	15% off monthly rates	Call 1.800.639.6111. You must have your Texas A&M ID and pay stub, and mention this code: corporate ID GAUNV_TAM_ZZZ
T-Mobile	17% off monthly rates (some restrictions may apply)	Call 1.800.464.8662. You must provide two pieces of ID for employment verification. The promo code for new service is 3032TMOFAV . Existing customers can go to www.t-mobile.com/corpdiscout .
Verizon	10% off monthly rates	Visit www.verizon.com/discounts

12TH MAN CAMPUS EMERGENCY INFORMATION

EMERGENCY PHONE NUMBERS		REPORTING
POLICE/FIRE/MEDICAL EMERGENCY: 	UNIVERSITY POLICE NON-EMERGENCY: (979) 845-2345 POISON CONTROL: 1-800-222-1222	REPORT CONCERNING BEHAVIOR AT tellsomebody.tamu.edu



emergency.tamu.edu

CAMPUS EMERGENCY	
L ISTEN to TV, radio, website, emergency e-mail, and Code Maroon message. E DUCATE others when you know information. Pass it on. A CT according to information and directions you have received. D IAL 911 for fire, medical or police emergencies as needed. S EEK help and/or shelter.	WHEN DIALING 911: <ul style="list-style-type: none"> Stay calm. Tell dispatcher your location. Answer the questions. Don't hang up until told. Follow all directions given.

MEDICAL EMERGENCY			
		If trained, begin first aid or follow dispatcher's directions.	Have another person meet police and EMS at designated area.

FIRE ALARM OR ACTUAL FIRE				
Fire in building 	Pull fire alarm and evacuate area.	HAVE AN EXIT STRATEGY* Use nearest exit – or – alternate safe route. Do NOT use elevators.		Stay a safe distance away from the building. Do NOT return until building is cleared by the fire department.
Fire alarm – or – strobes	Evacuate area.			

NATURAL DISASTER/INCLEMENT WEATHER			
Natural disaster – or – inclement weather (examples: tornado, ice storm, hurricane) 	WARNING: Severe weather sighted in the area WATCH: Conditions favorable for development of severe weather	SEEK APPROPRIATE SHELTER: Areas such as small interior rooms, interior hallways or basements	<ul style="list-style-type: none"> Stay away from windows. Avoid large rooms. Do NOT use elevators. Monitor news and weather.

ACTIVE SHOOTER/ARMED SUBJECT		
RUN WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY. <ul style="list-style-type: none"> Attempt to evacuate. Leave your belongings behind. Help others escape, if possible. Call 911 when you are safe. 	HIDE IF EVACUATION IS NOT POSSIBLE FIND A PLACE TO HIDE. <ul style="list-style-type: none"> Lock and/or blockade the door. Silence your cell phone. Hide behind large objects. Remain very quiet. 	FIGHT AS A LAST RESORT AND ONLY IF YOUR LIFE IS IN DANGER. <ul style="list-style-type: none"> Attempt to incapacitate the shooter. Act with physical aggression. Improvise weapons. Commit to your actions.

WHERE TO FIND INFORMATION DURING AN EMERGENCY	
LOCAL TELEVISION AND RADIO CODE MAROON: Check cell phones for Code Maroon text messages. Sign up at codemaroon.tamu.edu .	OFFICIAL TEXAS A&M UNIVERSITY E-MAIL EMERGENCY WEBSITE: Check emergency.tamu.edu for additional emergency information.

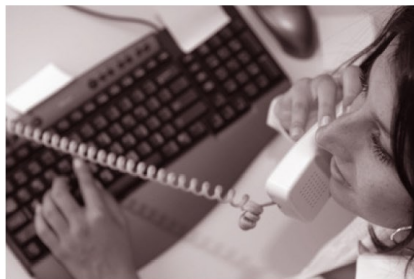
AUGUST 2019



TELLSOMEBODY.TAMU.EDU

Concerned about someone's behavior? Tell somebody.

On a college campus sometimes behaviors of concern have gone unreported until a tragedy occurs, then people come forward with bits of information that, in retrospect, may have signaled a larger issue. This information when viewed collectively may be helpful in preventing tragic events and initiating assistance to an individual. Texas A&M University is committed to a proactive approach and needs your help.



As a member of this University community, if you observe any behavior that is concerning please go to: <http://tellsomebody.tamu.edu> and provide detailed information on the report form. This report goes to members of the Special Situations Team. This team is comprised of University faculty and staff charged with helping students, faculty, and staff who are exhibiting concerning behavior.

Alternatively you may call the following numbers during business hours:

IN REFERENCE TO STUDENT BEHAVIOR:

(979) 845-3111 (Offices of the Dean of Student Life)

IN REFERENCE TO STAFF BEHAVIOR:

(979) 845-3711 (Human Resources – Employee Assistance Program)

IN REFERENCE TO FACULTY BEHAVIOR:

(979) 845-4274 (Dean of Faculties)

For all emergencies, please call 9-911 (on-campus) or 911 (off-campus or cell phone).



For more information about the Tell Somebody Campaign or the Special Situations Team, please visit our website at

TELLSOMEBODY.TAMU.EDU



Step In. Stand Up. was created to bring awareness to our community and encourage other to share our message. Aggies step in as active bystanders to prevent sexual harassment and sexual violence and stand up to support survivors. It creates opportunities to change the culture, the perception and the conversation.

Get Involved

Stand with the entire Texas A&M community in creating awareness and action in an effort to prevent sexual violence on our campus, in our community and throughout our country.

How can you Step In and Stand Up?

Stepping In and Standing Up can make a world of difference. This can be learning how to recognize and intervene when needed or supporting a friend who has gone through a traumatic experience. You can make a difference!

- ⇒ Educate yourself
- ⇒ Know how and where to report incidents
- ⇒ Know about the resources and people who are available to help

To learn more, and to show your support, visit stepinstandup.tamu.edu



Do you have questions about information in this Employee Reference Manual?
Do you have any suggestions for information to include?
Do you have any revisions or corrections?

If so, please send your questions, comments, or suggestions to r-weidemann@tamu.edu