



# *Division of Research*



# *Student Employee Reference Manual*



## 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 student employee reference manual is designed to provide you with valuable information and resources available to you as an employee of Texas A&M University. With this manual, we aim to facilitate a smooth transition into your new role, equipping you with the necessary tools and knowledge to navigate the onboarding process with ease. We hope this will serve as an indispensable guide that will not only answer your immediate questions but will also serve as a reference you can continually turn back to throughout your tenure as a student employee.

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!

### **Division of Research HR Support Team**

*Carrie Ho, HR Generalist*

*Willow Ruffino, HR Generalist*

*Sarah Scott, HR Generalist*

*Reneé Weidemann, Manager, Human Resources*

Visit the Division of Research website [vpr.tamu.edu](http://vpr.tamu.edu) for additional information.



TEXAS A&M UNIVERSITY  
Division of Research

## HR GENERALISTS

SERVING THE DIVISION OF RESEARCH

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Scientific Ocean Drilling  
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High Performance Research Computing  
Research Compliance & Biosafety Programs  
Research Security & Export Controls Office  
Sea Grant  
Texas A&M Institute of Data Science  
Texas A&M Institute for a Disaster Resilient Texas  
Texas A&M Institute for Genome Sciences & Society

Team Email:  
[vpr-hr@tamu.edu](mailto:vpr-hr@tamu.edu)

Resources:  
[rebs.dor.tamu.edu](http://rebs.dor.tamu.edu)  
[employees.tamu.edu](http://employees.tamu.edu)

Fax:  
979-845-1026







# New Employee Information

Employee and Training Information



## Student Worker Early Registration

Students who work on or off campus a minimum of twelve hours per week (Monday - Friday, between 8am and 5pm) are eligible to register early for classes, prior to the general student population, to help you schedule classes around your work schedule. For more information go to: <https://aggieonestop.tamu.edu/registration-and-records/classes/student-worker-early-registration>. Or just ask Miss Rev on the Aggie One Stop web page.

## 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).

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

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

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

## Training and Development

The Student Employment Office also offers a variety of **free** workshops designed to sharpen your skills for improving effectiveness, efficiency and quality customer service in the workplace. All workshops are available on-demand in TrainTraq.

### Available Workshops

- Business Communications Skills
- Finding a Balance
- Managing Anger and Conflict in the Workplace
- Quality Customer Service
- Workplace Etiquette

To learn more about the workshops offered or to register, go to <https://employees.tamu.edu/jobsforaggies/student-workshops.html>.



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

# New Employee Information

Tools and Resources



The Division's HR Support team along with the Research Enterprise Business Services Office (REBS) provide 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](https://rebs.dor.tamu.edu) to view all of the information and tools available to you. Here you can find information and resources from Human Resources and Financial Management Services. 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 us at [vpr-hr@tamu.edu](mailto:vpr-hr@tamu.edu).

*An arsenal of tools and resources...*

At  your fingertips

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

## Student Counseling Resources

### Counseling & Psychological Services

Counseling & Psychological Services (CAPS) contributes to student learning and development. CAPS provides exceptional services and programming focused on student mental health. CAPS offers a variety of services, including workshops to increase different coping skills and wellness habits aimed towards improving a student's mental health and wellbeing. Any student can attend the workshops offered regardless of whether they are receiving other services at CAPS. Some options are one-time events, and others are brief two-or-three-week series requiring prior enrollment. To learn more about CAPS, the services they provide, and to get access to self-help resources, please visit their website at [caps.tamu.edu](https://caps.tamu.edu).

### HelpLine

HelpLine is an after-hours mental health service for Texas A&M University. It provides telephone, peer support, information, crisis intervention, and referrals to students, as well as those concerned about students. The HelpLine is available from 4 p.m. to 8 a.m. weekdays and 24 hours a day on weekends when school is in session. The HelpLine is supervised and run by Counseling & Psychological Services (CAPS), a department in the Division of Student Affairs. HelpLine can be reached at 979-845-2700.

HelpLine can provide information, support, and referrals over the phone. If you need to speak to someone face-to-face, go to the nearest hospital emergency room.



# New Employee Information

## Graduate Assistantships



### Graduate Assistant Employees

Most of these positions require service of 20 hours per week. Although individual colleges may have higher requirements, graduate students holding assistantships must be registered for a minimum of nine semester hours during a fall or spring semester, or for six credit hours during the summer. Assistantships terminate upon failure to maintain the minimum enrollment requirement. Students serving in these roles are eligible for insurance benefits and may pay tuition and fees at the in-state rate. The Office of Graduate and Professional Studies Graduate Council enforces guidelines for employing graduate students at greater than a 50% effort.

For more detailed information on graduate student assistantship requirements, check the Graduate Catalog or directly contact your department head, chair of the intercollegiate faculty, or your graduate advisor.

### Request to Work Additional Hours

1. Students that hold positions of Graduate Assistant Teaching (GAT), Graduate Assistant Non-Teaching (GANT), Graduate Assistant Research (GAR), and Graduate Assistant Lecturer (GAL) are normally required to work 20 hours per week (50%).\*
2. These positions are not allowed to work beyond 50% efforts without the approval of the Office of Graduate and Professional Studies.
3. International students are not allowed to work beyond whatever percent of effort their assistantship is for the fall and spring semesters, in accordance with immigration rules.
4. International students are allowed to work extra hours during the summer or breaks in the semester (such as Spring Break, Thanksgiving week and Winter Break). During this time, international students who hold an assistantship are allowed to work full time during the summer or breaks in the semester provided they are correctly registered and the department giving the assistantship approves the extra hours form.
5. Domestic students are allowed to work no more than 9 additional hours per week beyond the assistantship anytime during the semesters provided they are correctly registered and the department giving the assistantship approves the extra hours form. During break periods and when academics are not in session, the student may work full-time.

### Graduate Assistantship Benefits

The Grad Student Health Plan, HMO with low out-of-pocket costs, is exclusively available to benefit-eligible title codes\* including Graduate Assistant Teaching (GAT), Graduate Assistant Non-Teaching (GANT), Graduate Assistant Research (GAR), Graduate Assistant Lecturer (GAL) and eligible dependents of students employed in the aforementioned titles. Eligibility for the university's employee group insurance benefits depends on the job title, the length of employment period, and scheduled weekly hours.

The Grad Student Health Plan is administered by Academic Health Plans (AHP) and underwritten by BlueCross BlueShield (BCBS) of Texas. Prescription drug coverage is included with enrollment with Prime Therapeutics. Dental & vision are also offered with Delta Care USA & Superior Vision.

### Helpful Websites

**Graduate and Professional School:** <http://ogaps.tamu.edu>

**Academic Health Plans:** <https://myahpcare.com/>

**Prescription Drug Coverage:** <https://www.myprime.com/>

**A&M Dental PPO:** <https://www.deltadentalins.com/tamus/>

**Vision Insurance:** <https://superiorvision.com/>





# New Employee Information

Biweekly Pay Schedule



TEXAS A&M  
UNIVERSITY



Division of Human Resources  
& Organizational Effectiveness

## BIWEEKLY PAY SCHEDULE: FISCAL YEAR 2025 (Sept 2024 - Aug 2025)

PAY PERIOD NO.	FROM	THRU	Retro Time Sheets Due	Current Time Sheets Due	Final Refresh At Midnight	PAY DATE	WORKING HOURS IN LONGEVITY PAY DATE
E 1	Aug 18	Aug 31	Aug 28	Aug 30	Sep 03	Sep 06	
* 2	Sep 01	Sep 14	Sep 12	Sep 16	Sep 17	Sep 20	L
3	Sep 15	Sep 28	Sep 26	Sept 30	Oct 01	Oct 04	
4	Sep 29	Oct 12	Oct 10	Oct 14	Oct 15	Oct 18	L
5	Oct 13	Oct 26	Oct 24	Oct 28	Oct 29	Nov 01	
6	Oct 27	Nov 09	Nov 07	Nov 11	Nov 12	Nov 15	L
E 7	Nov 10	Nov 23	Nov 20	Nov 22	Nov 25	Nov 29	(No Ins)
* 8	Nov 24	Dec 07	Dec 05	Dec 09	Dec 10	Dec 13	L
E 9	Dec 08	Dec 21	Dec 12	Dec 16	Dec 17	Dec 27	
* 10	Dec 22	Jan 04	Jan 02	Jan 06	Jan 07	Jan 10	L
E 11	Jan 05	Jan 18	Jan 15	Jan 17	Jan 21	Jan 24	
* 12	Jan 19	Feb 01	Jan 30	Feb 03	Feb 04	Feb 07	L
13	Feb 02	Feb 15	Feb 13	Feb 17	Feb 18	Feb 21	
14	Feb 16	Mar 01	Feb 27	Mar 03	Mar 04	Mar 07	L
* 15	Mar 02	Mar 15	Mar 11	Mar 17	Mar 18	Mar 21	
16	Mar 16	Mar 29	Mar 27	Mar 31	Apr 01	Apr 04	
17	Mar 30	Apr 12	Apr 10	Apr 14	Apr 15	Apr 18	L
18	Apr 13	Apr 26	Apr 24	Apr 28	Apr 29	May 02	
19	Apr 27	May 10	May 08	May 12	May 13	May 16	L
E 20	May 11	May 24	May 20	May 23	May 27	May 30	(No Ins)
* 21	May 25	Jun 07	Jun 05	Jun 09	Jun 10	Jun 13	L
* 22	Jun 08	Jun 21	Jun 18	Jun 23	Jun 24	Jun 27	
* 23	Jun 22	Jul 05	Jul 01	Jul 07	Jul 08	Jul 11	L
24	Jul 06	Jul 19	Jul 17	Jul 21	Jul 22	Jul 25	
25	Jul 20	Aug 02	Jul 31	Aug 04	Aug 05	Aug 08	L
26	Aug 03	Aug 16	Aug 14	Aug 18	Aug 19	Aug 22	

E= Estimated Time

\* Holiday Adjustments

L= Longevity Paid

### Holiday Schedule

Labor Day	Sep 02	Spring Break	March 14
Thanksgiving	Nov 28 - 29	Memorial Day	May 26
Winter Break	Dec 24 - Jan 1	Juneteenth	June 19
Martin Luther King, Jr. Day	Jan 20	Independence Day	July 4

### Working hours in FY25

2088

### FISCAL YEAR 2026 (Sept 2025- Aug 2026)

					Working hours in FY26	2088
1	Aug 17	Aug 30	Aug 28	Sep 01	Sep 02	0

Updated 7.16.2024

**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 corresponding pay day. Timesheets are locked at 5 PM on the due date. Employees should contact Timekeepers for updates after the due date.

# Employee Onboarding Tasks to be Completed in Workday

Onboarding procedures are an important step in completing your hire to ensure a smooth start and timely receipt of your first paycheck. Within the first few days of your hire, you will receive several tasks to complete in your Workday inbox. Some tasks may appear as a "To Do" item that must be completed outside of Workday. Please be sure to read the instructions carefully and submit the task only after the "To Do" has been completed.

Although the majority of your onboarding documentation will be completed in Workday, we will need to complete the Federal form I-9 in our office, either on or before your date of hire.

On the following pages you will find a list of onboarding steps that you may receive in Workday. If at any time you have questions or need assistance with a task, please do not hesitate to contact your HR professional.



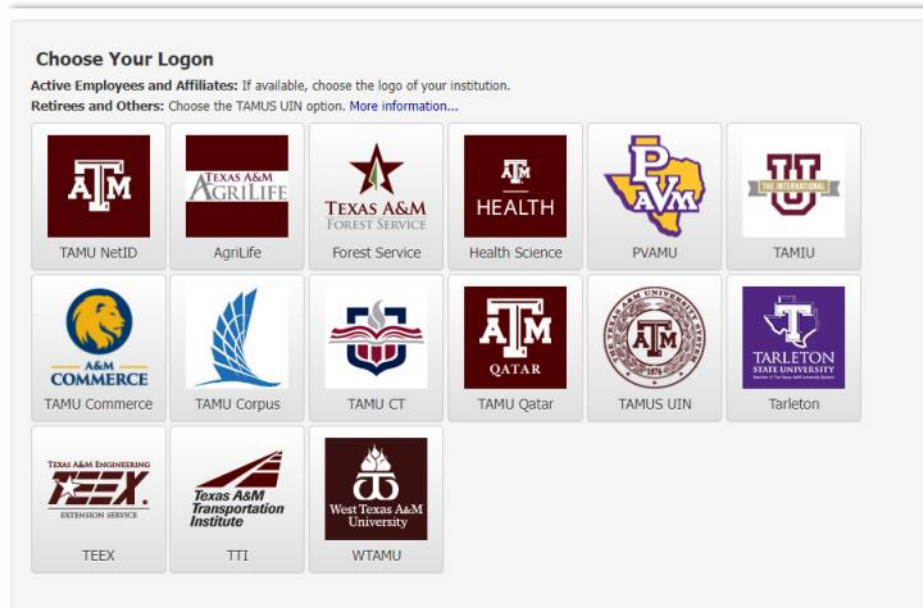
# New Employee Information

## SSO Login Instructions

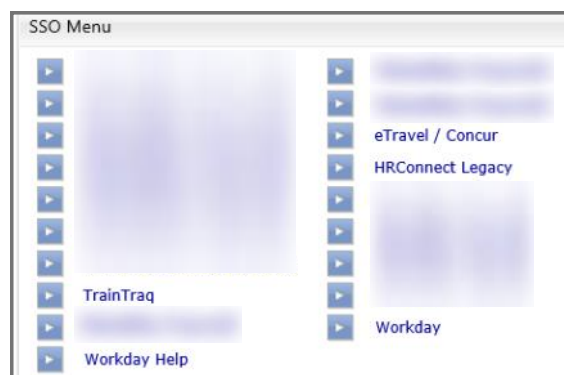


### Logon Instructions for the Single Sign On System

- 1) Go to <https://sso.tamus.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.

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](#))

- 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!

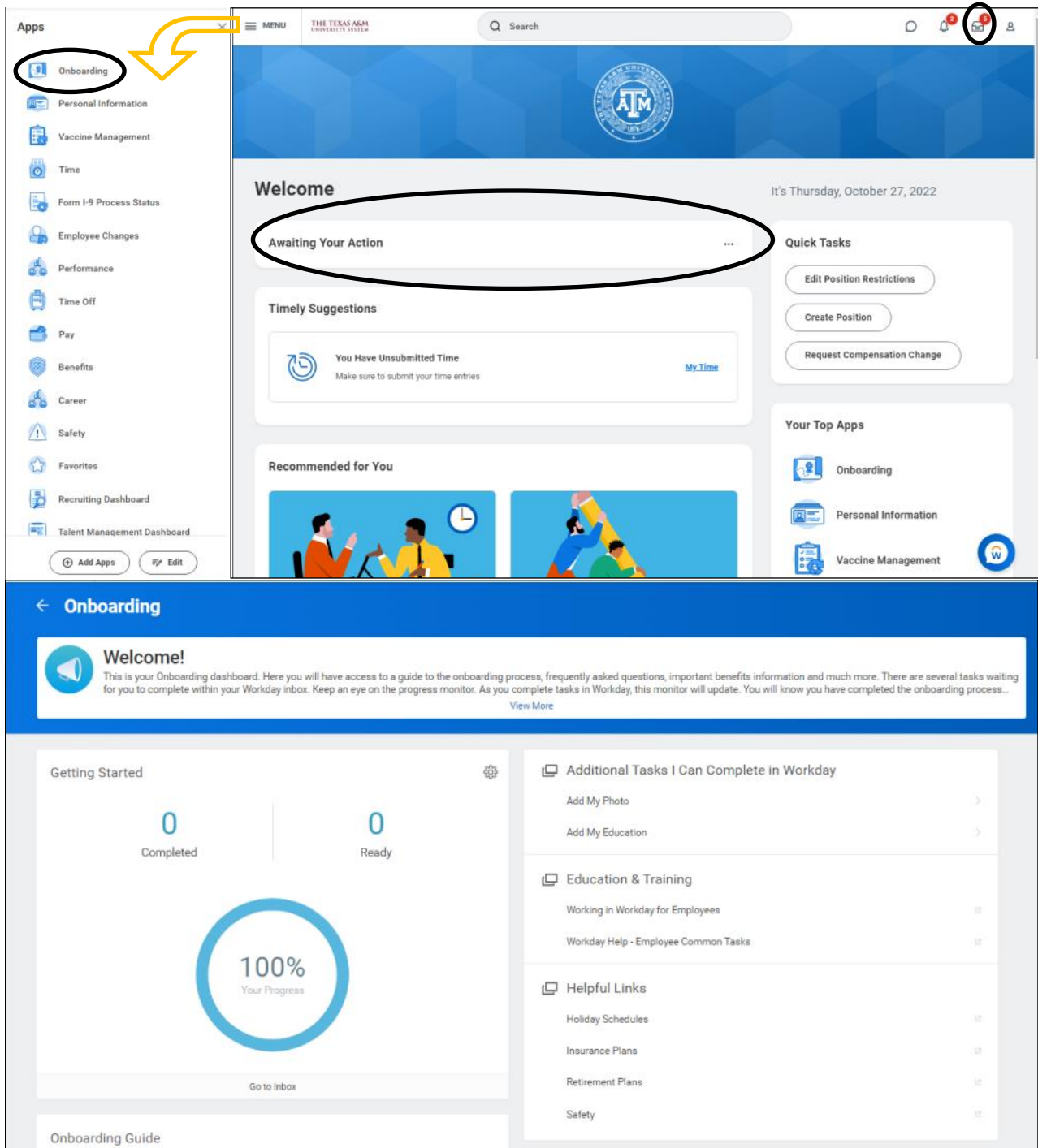




## Onboarding Dashboard Worklet

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.

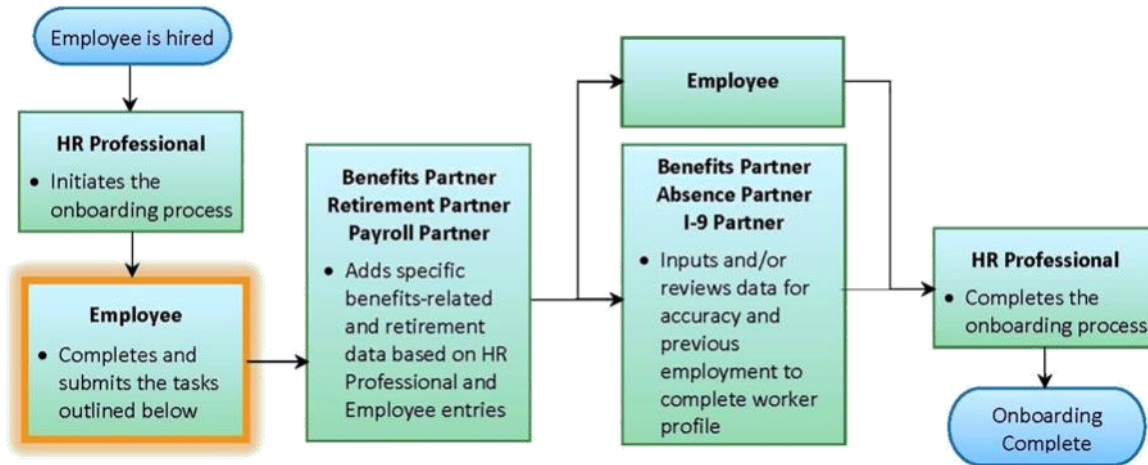
The Onboarding Dashboard Worklet can be added at anytime by any active worker in Workday. The onboarding worklet will not be automatically added to the Workday homepage, click on the gear icon to add and remove various worklets.





## 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.

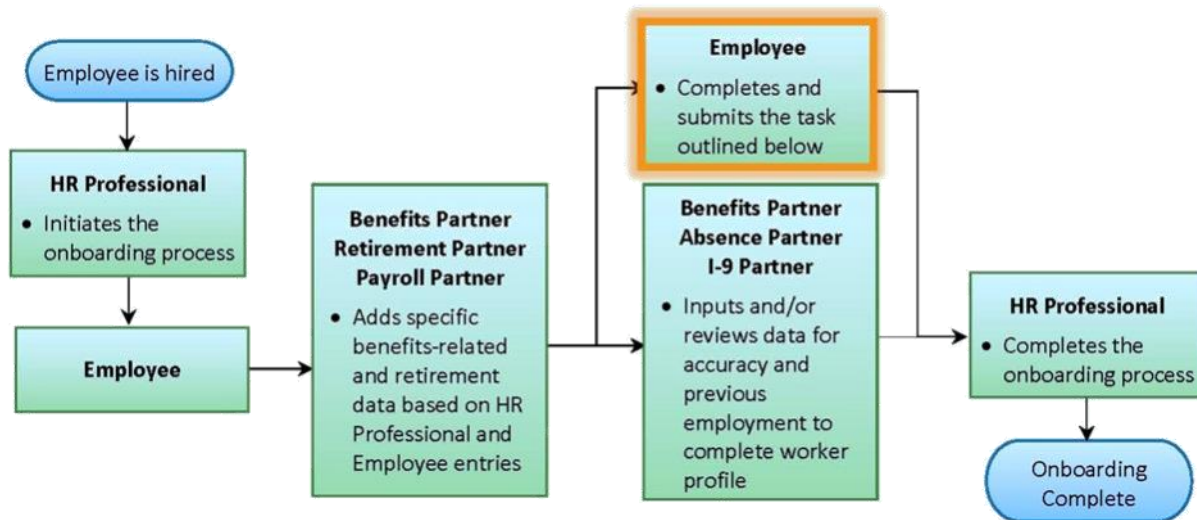


The employee will initially receive 3 groups of onboarding tasks to complete. After each group, the employee will be alerted to refresh their Workday inbox in order to receive the next set of tasks.

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

## 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>

# Perks, Discounts, and Services 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](https://sell.tamu.edu).

For questions call  
Tel: 979-862-4104

### Student Discount Directory

Check out the Texas A&M University Student Government Association's Student Discount Directory to save at local restaurants and retail stores. Visit <https://sga.tamu.edu/student-discount-directory>.

# Perks, Discounts, and Services for Texas A&M Employees



The **fastest** way to **connect** to local deals.<sup>SM</sup>



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, visit :

<https://livingwell.tamu.edu/perksconnect>



## Vendor Discounts for Personal Cell Phone Plans

Texas A&M Employees are Eligible for Discounts

Vendor	Discount	Instructions
AT&T	Ask your Telecom representative for the most current discount plans.	Visit <a href="http://www.att.com/wireless/texasamuniversity">www.att.com/wireless/texasamuniversity</a>
T-Mobile	Ask your Telecom representative for the most current discount plans.	Call 1.800.464.8662. You must provide two pieces of ID for employment verification. The promo code for new service is <b>3032TMOFAV</b> . Existing customers can go to <a href="http://www.t-mobile.com/corpdiscout">www.t-mobile.com/corpdiscout</a> .
Verizon	Ask your Telecom representative for the most current discount plans.	Visit <a href="http://www.verizonwireless.com/discounts">www.verizonwireless.com/discounts</a> .



## 12TH MAN CAMPUS EMERGENCY INFORMATION

<b>EMERGENCY PHONE NUMBERS</b> <b>POLICE/FIRE/MEDICAL EMERGENCY:</b> 		<b>UNIVERSITY POLICE NON-EMERGENCY:</b> (979) 845-2345  <b>POISON CONTROL:</b> 1-800-222-1222	<b>REPORTING</b>  <b>REPORT CONCERNING BEHAVIOR AT</b> <a href="http://tellsomebody.tamu.edu">tellsomebody.tamu.edu</a>	 <a href="http://emergency.tamu.edu">emergency.tamu.edu</a>
<b>CAMPUS EMERGENCY</b>				
<b>LISTEN</b> to TV, radio, website, emergency e-mail, and Code Maroon message. <b>LEARN</b> others when you know information. Pass it on. <b>ACT</b> according to information and directions you have received. <b>CALL</b> 911 for fire, medical or police emergencies as needed. <b>SEEK</b> help and/or shelter.			<b>WHEN DIALING 911 OR 9-911:</b> <ul style="list-style-type: none"> <li>Stay calm.</li> <li>Tell dispatcher your location.</li> <li>Answer the questions.</li> <li>Don't hang up until told.</li> <li>Follow all directions given.</li> </ul>	
<b>MEDICAL EMERGENCY</b>				
 Medical emergency			If trained, begin first aid or follow dispatcher's directions.	Have another person meet police and EMS at designated area.
<b>FIRE ALARM OR ACTUAL FIRE</b>				
Fire in building 	Pull fire alarm and evacuate area.	<b>HAVE AN EXIT STRATEGY™</b> 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.			
<b>NATURAL DISASTER/INCLEMENT WEATHER</b>				
Natural disaster – or – inclement weather (examples: tornado, ice storm, hurricane)	<b>WARNING:</b> Severe weather sighted in the area  <b>WATCH:</b> Conditions favorable for development of severe weather	<b>SEEK APPROPRIATE SHELTER:</b> Areas such as small interior rooms, interior hallways or basements	<ul style="list-style-type: none"> <li>Stay away from windows.</li> <li>Avoid large rooms.</li> <li>Do NOT use elevators.</li> <li>Monitor news and weather.</li> </ul>	
<b>ACTIVE SHOOTER/ARMED SUBJECT</b>				
<b>RUN</b> WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY. <ul style="list-style-type: none"> <li>Attempt to evacuate.</li> <li>Leave your belongings behind.</li> <li>Help others escape, if possible.</li> <li>Call 911 when you are safe.</li> </ul>	<b>HIDE</b> IF EVACUATION IS NOT POSSIBLE FIND A PLACE TO HIDE. <ul style="list-style-type: none"> <li>Lock and/or blockade the door.</li> <li>Silence your cell phone.</li> <li>Hide behind large objects.</li> <li>Remain very quiet.</li> </ul>	<b>FIGHT</b> AS A LAST RESORT AND ONLY IF YOUR LIFE IS IN DANGER. <ul style="list-style-type: none"> <li>Attempt to incapacitate the shooter.</li> <li>Act with physical aggression.</li> <li>Improvise weapons.</li> <li>Commit to your actions.</li> </ul>		
<b>WHERE TO FIND INFORMATION DURING AN EMERGENCY</b>				
<b>LOCAL TELEVISION AND RADIO</b>		<b>EMERGENCY WEBSITE:</b> <a href="http://emergency.tamu.edu">emergency.tamu.edu</a>		
<b>TEXAS A&amp;M UNIVERSITY E-MAIL:</b> Check your @neo account for Code Maroon messages.		<b>CODE MAROON:</b> Check cell phones for Code Maroon text messages. Sign up at <a href="http://codemaroon.tamu.edu">codemaroon.tamu.edu</a> .		





**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](http://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 [vpr-hr@tamu.edu](mailto:vpr-hr@tamu.edu)