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
Shannon Garrett, HR Generalist
Ava Myers, HR Generalist
Christina Peery, HR Generalist
Reneé Weidemann, Manager, Human Resources

Visit the Division of Research website vpr.tamu.edu for additional information.
The Division of Research
Who Is My HR Professional?

HR GENERALISTS
SERVING THE DIVISION OF RESEARCH

Effective 4/1/2024
Office of the Vice President for Research

RENEÉ WEIDEMANN
HR Manager
renee@tamu.edu
979-845-2060
IODP C144

CHRISTINA PEERY
cppeery@tamu.edu
979-458-5790
IODP C112
Research Information Systems
Sponsored Research Services
Private Enterprise Research Center

SHANNON GARRETT
shannongarrett@tamu.edu
979-862-1096
IODP C115
High Performance Research Computing
Sea Grant
Texas A&M Energy Institute
Texas A&M Institute of Data Science
Texas A&M Institute for a Disaster Resilient Texas
Texas A&M Institute for Genome Sciences & Society
Texas A&M Institute for Neuroscience

VACANT
In the interim, contact: renee@tamu.edu or thomasquez@tamu.edu

AVA MYERS
avamyers@tamu.edu
979-862-4845
IODP C101

Resources:
rebs.dor.tamu.edu
employees.tamu.edu

Team Email:
vpr-hr@tamu.edu

Fax:
979-845-1026

Hagler Institute for Advanced Study
International Ocean Discovery Program
Microscopy & Imaging Center
Research Compliance & Biosafety Programs
Research Development Services
Research Security & Export Controls Office
Texas Real Estate Research Center
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 or 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 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.

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.

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](http://ogaps.tamu.edu)
- Academic Health Plans: [https://myahpcare.com/](https://myahpcare.com/)
- Prescription Drug Coverage: [https://www.myprime.com/](https://www.myprime.com/)
- A&M Dental PPO: [https://www.deltadentalins.com/tamus/](https://www.deltadentalins.com/tamus/)
- Vision Insurance: [https://superiorvision.com/](https://superiorvision.com/)

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* Title codes: GAT, GANT, GAR, GAL, and eligible dependents of students employed in the aforementioned titles.
### BIWEEKLY PAY SCHEDULE: FISCAL YEAR 2024 (Sept 2023 - Aug 2024)

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<thead>
<tr>
<th>PERIOD NO.</th>
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<th>Time Sheets Due</th>
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**E= Estimated Time**  
**H= Holiday Adjustments**  
**L= Longevity Paid**

### Holiday Schedule
- **Labor Day:** Sep 04
- **Thanksgiving:** Nov 23 - 24
- **Winter Break:** Dec 25 - Jan 1
- **Martin Luther King, Jr. Day:** Jan 15
- **Memorial Day:** May 27
- **Emancipation Day:** June 19
- **Independence Day:** July 4

### FISCAL YEAR 2025 (Sept 2024 - Aug 2025)

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<th>FROM</th>
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<th>Pay Date</th>
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<tr>
<td>Aug 18</td>
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<td>Sep 03</td>
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</table>

**Working hours in FY25**: 2088

**Updated 7.14.2023**

**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.
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.
New Employee Onboarding

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.

<table>
<thead>
<tr>
<th>Group 1</th>
<th>Group 2</th>
<th>Group 3</th>
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</thead>
<tbody>
<tr>
<td>Personal Information</td>
<td>Edit Government ID (SSN)</td>
<td>Review Required New Employee Notices</td>
</tr>
<tr>
<td>Contact Information</td>
<td>Complete Federal Withholding Elections</td>
<td>Edit Passports and Visa</td>
</tr>
<tr>
<td>Change Emergency Contacts</td>
<td>Complete State and Local Withholding Elections</td>
<td>Complete W-4 in GLACIER and Submit to Payroll (non-US citizens only)</td>
</tr>
<tr>
<td>Additional Data – Privacy Flag</td>
<td>Change Self-Identification of Disability</td>
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<tr>
<td>Additional Data – State Veteran’s Preference</td>
<td>Change Veteran Status Identification</td>
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<td>Additional Data – TRS Question</td>
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<tr>
<td>Additional Data – Insurance &amp; Retirement Benefits Onboarding Questions</td>
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<tr>
<td>Additional Data – Direct Deposit Declaration (Y/N Question – will you be transferring funds to a foreign bank account. You must answer No.)</td>
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</tbody>
</table>
New Employee Onboarding

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

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

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.
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

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Discount</th>
<th>Instructions</th>
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</thead>
<tbody>
<tr>
<td>AT&amp;T</td>
<td>Ask your Telecom representative for the most current discount plans.</td>
<td>Visit <a href="http://www.att.com/wireless/texasamuniversity">www.att.com/wireless/texasamuniversity</a></td>
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<tr>
<td>T-Mobile</td>
<td>Ask your Telecom representative for the most current discount plans.</td>
<td>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 <a href="http://www.t-mobile.com/corpdiscount">www.t-mobile.com/corpdiscount</a>.</td>
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</table>
12TH MAN CAMPUS EMERGENCY INFORMATION

EMERGENCY PHONE NUMBERS

POLICE/FIRE/MEDICAL EMERGENCY:
- DIAL 9-911
- DIAL 9-911 ON CAMPUS

UNIVERSITY POLICE NON-EMERGENCY:
- (979) 845-2245

POISON CONTROL:
- 1-800-222-1222

REPORTING

REPORT CONCERNING BEHAVIOR AT
tellsomebody.tamu.edu

eMERGENCY.tamu.edu

CAMPUS EMERGENCY

LISTEN to TV, radio, website, emergency e-mail, and Code Maroon messages. Tell others when you know information. Pass it on.

EDUCATE yourself according to information and directions you have received. Call 9-911 for fire, medical or police emergencies as needed.

ACT according to information and directions you have received. Call 9-911 for fire, medical or police emergencies as needed.

SEEK help and/or shelter.

WHEN DIALING 911 OR 9-911:
- Stay calm.
- Tell dispatcher your location.
- Answer the questions.
- Don’t hang up until told.
- Follow all directions given.

MEDICAL EMERGENCY

Medical emergency

MEDICAL EMERGENCY

DIAL 9-911 FOR EMERGENCY

DIAL 9-911 ON CAMPUS

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.

Fire alarm or strobes

Evacuate area.

FIRE ALARM OR ACTUAL FIRE

DO NOT use elevators.

FIRE ALARM OR ACTUAL FIRE

If trained, begin first aid or follow dispatcher’s directions.

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

Natural disaster or inclement weather (examples: tornado, ice storm, hurricane)

SEEK APPROPRIATE SHELTER:
- Areas such as small interior rooms, interior hallways or basements

ASK YOUR EMPLOYER FOR ASSISTANCE DURING AN EVACUATION SHOULD CALL 911.

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NATURAL DISASTER/INCLEMENT WEATHER

NATURAL DISASTER/INCLEMENT WEATHER

NATURAL DISASTER/INCLEMENT WEATHER

NATURAL DISASTER/INCLEMENT WEATHER

- 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.

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.

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.

Attempt to incapacitate the shooter.

Act with physical aggression.

Impromptu weapons.

Commit to your actions.

WHERE TO FIND INFORMATION DURING AN EMERGENCY

LOCAL TELEVISION AND RADIO

TEXAS A&M UNIVERSITY E-MAIL:

Check your @ne account for Code Maroon messages.

EMERGENCY WEBSITE: emergency.tamu.edu

CODE MAROON: Check cell phones for Code Maroon text messages. Sign up at codemaroon.tamu.edu

Download a copy at http://studentaffairs.tamu.edu/emergency/.

Full procedures are at http://www.tamu.edu/emergency/procedures/.
Tell Somebody

TELSOMEBOY.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 FACULTY BEHAVIOR:
(979) 845-4274
(Dean of Faculties)

IN REFERENCE TO STAFF BEHAVIOR:
(979) 845-3711 (Human Resources – Employee Assistance Program)

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

Step In. Stand Up. was created to bring awareness to our community and encourage others 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 stepinandstandup.tamu.edu

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