

## Department Letterhead

## Monthly Employee Salary Notification

Confirm hyperlinks and Change Dates as Needed

Date

### MEMORANDUM

TO: Name  
Title

FROM: Name  
Department Head

SUBJECT: Salary Notification Academic Year 2021 – 2022 (FY22)

On September 1, 2021 the following will be effective and visible in Workday:

Payroll Title:	
Workday Title:	
Monthly Salary:	
Total Annual Salary:	

Longevity pay is not included in the salary information above. Nonacademic employees are entitled to longevity pay per the criteria outlined in System Regulation 31.01.04. To view your longevity information in Workday, select the Pay worklet and then select the Total Rewards tab.

In addition, you have been awarded X hours of Administrative Leave with Pay. Administrative leave will be visible in Workday and available on September 1, 2021. Unused hours expire on August 31, 2022. The justification for this award is: X.

You have been awarded a One-Time Merit in the amount of \$xxx which will be paid as a lump sum with your regular salary on October 1, 2021. The justification for this award is: X

Under the Fair Labor Standards Act (FLSA), this position is classified as exempt and is not eligible for overtime.

All TAMU employees are required to remain current on mandatory training assignments. Please be aware this is a component for review during annual performance evaluations.

Thank you for your contributions to our department and to Texas A&M University. We look forward to a great year!

#### Policies and Links:

1. Longevity and Hazardous Duty Pay: <https://policies.tamus.edu/31-01-04.pdf>
2. FLSA: <https://policies.tamus.edu/31-01-02.pdf>
3. Overtime: <https://policies.tamus.edu/31-01-09.pdf>

*Please note that payroll title and salary rate are based on personnel actions approved in Workday as of August 31, 2021. If additional personnel actions are proposed or approved after August 31, a new letter may be provided to reflect any changes.*