



TEXAS A&M UNIVERSITY
Employee Services

Implications Under the Spirit of SOX for Human Resources and Payroll

- **Annual Performance Evaluations**
(nonfaculty employees, completed between March 1 and May 31)
<http://rules-saps.tamu.edu/PDFs/33.99.03.M1.pdf>
<http://hr.tamu.edu/ed/tutorial>
- **Probationary Review Process**
http://hr.tamu.edu/ed/probationary_review.pdf
- **Mandatory Training** (assurance of completion)
New Employee Orientation Toolkit
http://hr.tamu.edu/HR_Liaisons/toolkit.html
- **Payroll Processing** (accurate)
- **Hiring Process** (fair and equitable)
Toolkit for Hiring Supervisors
http://hr.tamu.edu/employment/toolkit_hp
- **Reporting Leave Time and Use** (accuracy)
<http://hr.tamu.edu/classification/timesheettutorial.ppt>
<http://hr.tamu.edu/ed/leavetraq/TimeOff.pdf>
- **FMLA and WCI Processes**
<http://hr.tamu.edu/relations/fmla>
<http://hr.tamu.edu/relations/wrkscomp.html>
- **Discipline and Dismissal Procedures**
(nonfaculty employees)
<http://rules-saps.tamu.edu/PDFs/32.02.02.M1.pdf>
- **Reduction In Force Procedures**
<http://hr.tamu.edu/relations/rif.html>
- **Delegation of Authority for Human Resources Actions**
<http://rules-saps.tamu.edu/PDFs/31.99.99.M2.pdf>
- **Confidentiality of Personal Information
Personnel Files**
<http://rules-saps.tamu.edu/PDFs/33.99.99.M1.pdf>
<http://hr.tamu.edu/relations/personnel-file.doc>
- **Position Descriptions**
(representative of duties, including fiduciary responsibilities)
<http://hr.tamu.edu/classification/pd>

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