



CPM MANUAL

(CAMPS AND PROGRAMS FOR MINORS)

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I. What is a Camp/Program for Minors (CPM)?

Texas A&M International University (TAMIU) is committed to providing a safe environment and meaningful experience to minors participating in recreational, athletic, enrichment, and educational camps and programs for minors (CPMs).

As defined in [System Regulation 24.01.06, *Programs for Minors*](#), CPMs are “programs for minors that are sponsored and operated by members, using member property/facilities or not, or third parties using member property/facilities, where full supervisory duties of the minor(s) are the member or third party’s responsibility and that are held for more than two consecutive days with the same group of minors without an overnight stay or that involve overnight stays. A program that may have minor(s) involvement ancillary to the intended purpose of the activity and is not for minors does not fall under this regulation.”

Any activity, whether the activity falls under the definition of CPM or not, that includes minor accessing laboratory facilities must adhere to requirements detailed in [System Regulation 24.01.08, *Minors in Labs*](#).

II. CPM Key: Is my event considered a CPM?

To determine if your event is a CPM, please utilize the *CPM Key* which is available on the OCE website at www.tamiau.edu/ce under the “Camps and Programs for Minors” tab or consult with OCE.

More information about CPMs at TAMIU is available in [TAMIU Rule 24.01.06.L1, *Camps and Programs for Minors*](#).

III. TAMIU Rule 24.01.06.L1, *Camps and Programs for Minors*

CPMs sponsored and operated by TAMIU and third parties using TAMIU facilities and resources shall be administered in accordance with [TAMIU Rule 24.01.06.L1, *Camps and Programs for Minors*](#).

IV. *CircuiTree*: CPM Management & Registration Software

CircuiTree is the CPM management and registration software used by all CPMs of TAMIU. TAMIU requires all CPMs to use *CircuiTree* for registration in order to ensure compliance with rules and regulations. Your CPM must be approved by OCE first before you can begin setting up your CPM for registration on the *CircuiTree* registration software site.

Creating an Account

- a. Access *CircuiTree* at the following website:
<https://events.circuitree.com/TAMUS/Account/Login?ReturnUrl=%2FTAMUS%2FForm%2FQualifyingQuestions%2F>
- b. Create your own account on this system. It is recommended that you use your work email.

Creating an Application

- c. Once logged in, select the “Create New Application” option.
- d. Under “Form,” choose “TAMUS CPM Application” from the drop-down list.
- e. Enter the name of your CPM.
- f. Under “Organization,” select the TAMIU CPM if listed or select “TAMIU Camps” if not listed.
- g. Indicate if there will be minors under the age of 18 present in your CPM.
- h. Click CONTINUE.
- i. Continue filling out information for your specific CPM.
- j. The application will then be routed to OCE for approval.

Setting Up a CPM for Registration – Once the application is approved, the CPM must be set up for participant registration in *CircuiTree*. All required participant forms are available on the OCE site and must be uploaded onto *CircuiTree* through the application. All CPM preliminary forms must be submitted and approved before registration can be set up.

- k. Once a CPM is set up for registration in *Circuitree*, insurance will be automatically routed and processed for registrants.
- l. All required forms will be submitted through the application in the final step.
- m. Once completed, your application will be routed to OCE for review and approval to begin CPM registration.
- n. Compliance forms can be copied from year to year with new attachments.

If you have questions or need assistance, please contact OCE at ce@tamiu.edu.

FORMS CHECKLIST 1

Forms For All CPMs

The following forms must be submitted by the Dedicated Program Director to OCE **2 months prior to the start of the CPM**. Forms are available on the OCE website at www.tamtu.edu/ce under the “Camps and Programs for Minors” tab.

- CPM Application**
- Risk Assessment Form**
- Camp/Retreat/Field Trip/Event Application**

FORMS CHECKLIST 2

Forms for CPMs That Fall Under TAMIU Rule

STAFF FORMS – The following forms must be submitted by the Dedicated Program Director **3 weeks prior to the start of the CPM.** Forms are available on the OCE website at www.tamiu.edu/ce under the “Camps and Programs for Minors” tab.

- Waiver, Indemnification, and Medical Treatment Authorization Form**
(per participant)
- Model Release Form for Adults**
(All adults, except TAMIU employees, must sign to acknowledge consent to photography by TAMIU.)
- Child Protection Training for Non-Employees**
- CPM Staff and Volunteer Code of Conduct**
(Acknowledges that responsibilities and code of conduct are understood and agreed to.)
- Employee/Volunteer Roster**
- Department of State Health Services Training Certification Form**
(Required if CPM has 20+ participants and is 4 days or longer.)
- CPM Acknowledgement Form**
(Acknowledges having received CPM training and emergency plan. Please also submit sign-in sheet of the CPM training given to staff and volunteers with date of the CPM training.)
- Incident/Injury Report Form**
(Submitted only in the event of an incident or accident.)

PARTICIPANT FORMS – The following forms must be submitted **no later than the first day of the CPM.**

- Waiver, Indemnification, and Medical Treatment Authorization Form**
(per participant)
- Model Release Form for Minors**
(per participant)
- Medical Information & Release Form**
(per participant)
- Participant Roster**
(Submitted in any legible format on the first day and last day of CPM.)

FORMS CHECKLIST 3

Forms for CPMs That Do NOT Fall Under TAMIU Rule

PARTICIPANT FORMS – The following forms must be submitted by the Dedicated Program Director **no later than the first day of the CPM.** Forms are available on the OCE website at www.tamtu.edu/ce under the “Camps and Programs for Minors” tab.

- Waiver, Indemnification, and Medical Treatment Authorization Form**
(per participant)
- Model Release Form for Minors**
(per participant)
- Employee/Volunteer Roster**
- Participant Roster**
(Submitted in any legible format on the first day and last day of CPM.)
- Medical Information & Release Form**
(per participant)
- Child Protection Training for Non-Employees**
- CPM Staff and Volunteer Code of Conduct**
(Acknowledges that responsibilities and code of conduct are understood and agreed to.)

FORMS CHECKLIST 4

Forms for CPM Service Agreements, Independent Contracts, and Volunteers

The following forms must be submitted by the Dedicated Program Director. Forms are available on the OCE website at www.tamiu.edu/ce under the “Camps and Programs for Minors” tab.

- Volunteer Application Form**
- Model Release Form for Adults**
(All adults, except TAMIU employees, must sign to acknowledge consent to photography by TAMIU.)
- Model Release Form for Minors**
(per participant)
- Waiver, Indemnification, and Medical Treatment Authorization Form**
(per participant)
- Volunteer Waiver Form**
- Child Protection Training for Non-Employees**
- CPM Staff and Volunteer Code of Conduct**
(Acknowledges that responsibilities and code of conduct are understood and agreed to.)

RESOURCES 1

Medical Needs and Emergency Procedures

Administering Medication

Dedicated Program Directors shall inform parent/legal guardians that CPMs will not administer medication. Exceptions to consider are those included in the *Medical Information & Release Form* which may include, but not limited to, rescue inhalers and epinephrine pens for emergencies.

Participants with Special Needs

Dedicated Program Directors must be aware of children with special needs who may require more supervision than other participants. Depending on the CPM activities, reasonable accommodations will be arranged as needed.

Emergency Plan

- Dedicated Program Directors **MUST**:
 - enroll in DustyALRT before the start of their CPM.
 - have handy emergency contacts for their CPM.
 - ensure CPM staff, volunteers, and participants are aware of building and campus evacuation procedures in the event of emergencies such as fire or bomb threats.
- Depending on the size and length of the CPM, Dedicated Program Directors may wish to schedule a fire drill with the TAMIU Office of Environmental Health and Safety to educate staff, volunteers, and participants of building and campus evacuation procedures.
- In the event of bad weather days, Dedicated Program Directors should be prepared with alternatives such as indoor activities or CPM cancelation.
- Dedicated Program Directors are responsible for notifying all CPM staff and volunteers of emergency plan procedures.

ACKNOWLEDGEMENT: By submitting CPM paperwork, Dedicated Program Directors acknowledge that they have read this emergency plan adopted by TAMIU and OCE and will either adopt this emergency plan or establish an emergency plan for their CPM.

DISCLAIMER: No guarantee of a perfect response system is implied by this emergency plan adopted by TAMIU and OCE. TAMIU and OCE can only endeavor to make every reasonable effort to respond to a situation with the resources and information available at the time.

Emergency Contact Information

University Police Department
(956) 326-2100
(956) 326-2911 (for emergencies)

News & Information for Third Party CPMs, Parents, and Non-Employee Staff

Third-party CPMs, parents, and non-employee staff are encouraged to avail themselves to news, including emergency campus information, on the following Facebook pages.

- TAMIU → <http://www.facebook.com/txamiu>
- TAMIU Office of Continuing Education → <http://www.facebook.com/txamiu.contedu>

RESOURCES 2

Child Protection Training for Employees

MANDATORY

In accordance with [TAMU Rule 24.01.06.LI, Camps and Programs for Minors](#), “all individuals hired as an employee or assigned as a volunteer for a CPM, including Dedicated Program Directors, are required to complete training and examination on the warning signs for sexual abuse and child molestation prior to any interaction with minors.”

TAMU employees are automatically assigned mandatory *TrainTraq* training.

The *TrainTraq* training called “Child Protection Training” must be completed **prior to any interaction with minors**. A certificate of completion must be submitted to OCE **at least 3 weeks prior to the start of the CPM**.

Directions to produce a *TrainTraq* transcript are as follows:

- Log in to [SSO](#) (Single Sign On).
- Go into *TrainTraq*.
- Click on the “My Transcript” tab.
- On the left-hand side, click on the PDF icon.
- “Save File” to your computer.
- Email the saved file (the transcript) to ce@tamiu.edu.

RESOURCES 3

Child Protection Training for Non-Employees

MANDATORY

In accordance with [System Regulation 24.01.06, Programs for Minors](#), “any individual who will have involvement with a program for minors (i.e., member employees, program counselors, or program volunteers) is required to successfully complete the system-approved Child Protection Training Course every two years with a score of 100%.”

The *TrainTraq* training called “Child Protection Training” must be completed **prior to any interaction with minors**. A certificate of completion must be submitted to OCE **at least 3 weeks prior to the start of the CPM**.

TrainTraq is the Texas A&M University System online training system. The *TrainTraq* “External Gateway” allows individuals not affiliated with the Texas A&M University System (that is, non-employees) who only work for System member-sponsored CPMs to access online trainings available in *TrainTraq*.

To access the “External Gateway,” an individual needs (1) a working email address and (2) the current “External Gateway” password which can be obtained by contacting ce@tamiu.edu.

The following are instructions for non-employees to go through the *TrainTraq* “External Gateway” to access the “Child Protection Training.”

1. Go to: <https://traintraq.tamus.edu/External/ExternalGatewayLogon.aspx>
2. Enter a working email address where you want your certificate of completing to be sent.
3. Enter the current “External Gateway” password provided by OCE.
4. Click Submit.
5. Find the desired course. In this case, Course No. 2111652, *Child Protection Training-Approval CPM 12-0066*.
6. Click the Start button.
7. The user will be required to enter information in the fields for First Name, Last Name, Employer, and the “How did you hear about this course?”
 - ✓ Ensure the first name and last name are entered correctly because that is the full name that will appear on the certificate of completion.
 - ✓ In the Employer field, enter TAMIU + the department or CPM name (example: TAMIU Continuing Education or TAMIU Elementary Camp).
 - ✓ Filling the rest of the fields is optional but not required to access the training. Info entered in these fields will appear on the certificate of completion.
8. Click Save.
9. Click Start Course.
10. The training score must be 100% in order to receive a certificate of completion.
11. Upon successfully completing the training, an email will be sent to the email address that was used to log in to the “External Gateway.” The email will contain a link to the certificate of completion. The link will give the option to download the certificate of completion as a PDF.
12. Email the PDF of the certificate of completion to ce@tamiu.edu.

RESOURCES 4

Reporting Abuse and Neglect

In accordance with [System Regulation 24.01.06, Programs for Minors](#), “a person having cause to believe that a minor’s physical or mental health or welfare has been adversely affected by abuse or neglect by any person must immediately make a report to local law enforcement. This legal requirement will be communicated by members to all individuals participating in the management/supervision of programs for minors and to all employees and volunteers of third-party programs utilizing member facilities.”

Reporting Abuse and Neglect

A person having cause to believe that a minor’s physical or mental health or welfare has been adversely affected by abuse or neglect by any person **must immediately make a report by calling 911, the University Police Department at (956) 326-2911, or the Laredo Police Department at (956) 795-2800.**

The following and more information is available from website of the Attorney General of Texas at <https://www.oag.state.tx.us/victims/childabuse.shtml>.

Your legal obligation:

Current law requires that professionals such as teachers, doctors, nurses, or child daycare workers must make a verbal report within 48 hours. Failure to report suspected child abuse or neglect is a misdemeanor punishable by imprisonment of up to 180 days and/or a fine of up to \$2,000 ([Texas Family Code, Chapter 261](#)). Reporting suspected child abuse to your principal, school counselor, or superintendent will NOT satisfy your obligation under this law. Local school district policy cannot conflict with or supersede the state law requiring you to report child abuse to a law enforcement agency or DFPS.

Your legal protection:

Your report of child abuse or neglect is confidential and immune from civil or criminal liability as long as the report is made "in good faith" and "without malice." "In good faith" means that the person making the report took reasonable steps to learn facts that were readily available and at hand. "Without malice" means that the person did not intend to injure or violate the rights of another person. Provided these two conditions are met, you will also be immune from liability if you are asked to participate in any judicial proceedings that might result from your report.

If you suspect abuse:

- ***DON'T*** try to investigate
- ***DON'T*** confront the abuser
- ***DO*** report your reasonable suspicions
- It is ***NOT*** up to you to determine whether your suspicions are true. A trained investigator will evaluate the child's situation. Even if your report does not bring decisive action, it may help establish a pattern that will eventually be clear enough to help the child.

RESOURCES 5

Reporting Incidents and Accidents

Dedicated Program Directors are responsible for reporting any incident or accident involving injury or which could give rise to CPM or TAMIU liability. Reportable incidents and accidents include, but are not limited to, non-sexual physical injury to a participant, employee, volunteer, or bystander.

Dedicated Program Directors are responsible for submitting an *Incident/Injury Report Form* to OCE within 24 hours of any incident or accident.

Forms are available on the OCE website at www.tamtu.edu/ce under the “Camps and Programs for Minors” tab.

CONTACTS:

Susan Foster, Director of Continuing Education
(956) 326-3068

OR

Adrian Dominguez, Environmental Health and Safety Manager
(956) 326-2756

RESOURCES 6

DustyALRT Registration Instructions

Go to <http://dustyalrt.tamtu.edu>.

Don't have an account?

Signing up for DustyALRT is simple! Just click on the link below to start the process. You'll need:

- Your TAMIU email and password.
- Text message mobile phone/PDA/Pager you designate to receive messages from DustyALRT.

Click here to sign up.

Signing Up - Step 1

Registration with the DustyALRT is only available to members of the TAMIU community.

- Enter your TAMIU netID.
- Enter your TAMIU password.
- Select the appropriate classification from the dropdown.

netID: ← **Enter your NetID & password**

Password: ← **Enter your NetID & password**

Classification: ← **Select appropriate classification**

Questions or Problems?

Contact the help desk at 326-2310 or at hotline@tamtu.edu

Signing Up - Step 2

Please provide the information required to set up your account. Be sure to include the area code of the mobile phone number in the form below.

Create Username: ← **Enter any password**

First name:

Last name:

Password: * ← **Enter any password**

Verify Password: *

Mobile Phone (TXT): ← **Select your cell phone carrier**

Agree to **Terms of Service***

Required Fields

Privacy Statement

Registration process is not complete until you enter the 4-digit code which you will receive via a text message.

SMS (Text Messaging)

Unvalidated

956-723-1234 (AT&T) [Delete](#)

We have sent a Validation Code to this number. You may not have received this message yet so please consult the [SMS FAQ](#) for more information. If you may not have received this message yet so please consult the [SMS FAQ](#) for more information.

Validation Code: **Enter the 4-digit code**

[Resend Validation SMS](#)

Phone:



Dashboard Services Groups Account

Your Services

SMS (Text Messaging)

Active **Your account is now active**

956-723-1234 (AT&T) [Make Inactive](#) | [Delete](#)

Phone:

RESOURCES 7

Safety and Security

TAMIU is committed to providing a safe environment and meaningful experience to minors participating in recreational, athletic, enrichment, and educational camps and programs for minors (CPMs). To report an emergency or urgent situation involving the safety and well-being of a CPM participant, staff, volunteer, student, etc., we provide the following protocols.

I. EMERGENCIES

A. Emergencies

- Contact the University Police Department (UPD) immediately at **326-2911**.
 - From a campus phone, dial 2911.
 - From a non-campus/mobile phone, dial 326-2911.
- Communicate as much descriptive information as possible to the dispatcher.

B. Non-Emergencies

- Contact UPD immediately at **326-2100**.
- Emergency speaker phones are available on campus grounds, in elevators, in hallways of classroom buildings, in classrooms, and in residential housing areas.

C. Code Blue Emergency Telephones

- *Code Blue Emergency Telephones* on campus in the South Plaza and West and East Parking areas are available to ensure the safety of the TAMIU community. *Code Blue Emergency Telephones* are housed in prominent, clearly marked columns topped by bright blue strobe lights.
- When these hands-free emergency telephones are activated, the blue emergency strobe light atop the phone housing begins to flash and UPD is called automatically. The blue emergency strobe light flashes continuously until the emergency is answered.

D. Warnings and Alerts

TAMIU will issue timely warnings and alerts through any combination of the following mediums:

- **DustyALRT** – A mass notification system that alerts subscribers via text message or email in the event of a campus emergency or closure.
- **Email** – All employees and students receive notification via their TAMIU email account. Notifications are NOT sent to non-TAMIU email accounts.
- **Classroom Notification** – Voice messages released to all classrooms that are equipped with phones and intercom systems.
- **Social Media** – TAMIU homepage, UConnect, Facebook, Twitter, and other social media used to inform the public.
- **Local Residence Halls Association TV Channel 50** – A Housing and Residence Life-controlled channel with campus-wide emergency broadcast capabilities.

II. BUILDING EVACUATIONS

A. A *Building Evacuation* results from a situation when it is no longer safe to remain inside a building. The procedure is as follows:

- A *Building Evacuation* will occur when the fire alarm sounds and/or notification is made by UPD, the Laredo Fire Department, the Laredo Police Department, or the Building Emergency Coordinator.
- Occupants shall leave the building by the nearest safe marked exit and alert others to do the same. Please assist individuals with disabilities, as appropriate, in exiting the building.
- Once outside the building, individuals shall proceed to the **Assembly Area** designated for their building.
- Streets, fire lanes, hydrants, and walkways shall be kept clear for emergency vehicles and personnel.
- No individual shall return into a building until directed by UPD that it is safe to do so.

B. Assembly Areas - Occupants of buildings must assemble in the following designated campus locations:

- **Assemble in front (north side) of Killam Library, near University Boulevard:**
 - ✓ Killam Library
 - ✓ Bullock Hall
 - ✓ Cowart Hall
 - ✓ Canseco Hall
 - ✓ Pellegrino Hall
 - ✓ Western Hemispheric Trade Center
- **Assemble near the athletic fields:**
 - ✓ Kinesiology Convocation Building
 - ✓ Kinesiology Wellness Recreation Center
 - ✓ Lamar Bruni Vergara Science Center and Planetarium
 - ✓ Physical Plant Building
 - ✓ Residential Learning Center
- **Assemble in the parking lot of the Early College High School:**
 - ✓ Student Center
 - ✓ Center for Fine and Performing Arts
 - ✓ University Success Building
- **Assemble on the northeast side of the complex:**
 - ✓ University Village

C. Individuals with Disabilities - In emergencies, please assist individuals with disabilities as appropriate.

III. MAINTENANCE EMERGENCIES

Situations may arise which require prompt action by facilities maintenance to resolve danger to health, the possibility of injury, the imminent probability of damage to TAMIU property, or severe disruption of scheduled TAMIU activities, classes and/or office work. Heating or cooling malfunctions, roof leaks, plumbing leaks, and area-wide power failures are examples of maintenance emergencies.

In the event of a maintenance emergency, during work hours, call the Physical Plant Service Center at extension 2325. After work hours, please call UPD at 326-2100.

IV. ELEVATOR EMERGENCIES

Elevator Emergency Telephones provide 24-hour immediate access to UPD and can be activated with a touch of a button. Once activated, the telephone automatically dials UPD.

In the unlikely event there is no answer, dial 911 for the Laredo 911 Center.

V. LOST CHILD

CPMs shall ensure that CPM participants are accounted for at all times. If a child cannot be located, notify the Dedicated Program Director immediately. If the Dedicated Program Director is unable to locate the child, contact UPD at 2100 immediately. After contacting UPD, the Dedicated Program Director will contact the parents of the child.

VI. ON-CAMPUS PARKING AND DRIVING

Be careful and vigilant when operating your vehicle around children. Be on time to avoid being in a hurry or rush. Notification of Emergencies. (Bad Weather Days, Airplane crash/Explosion on Campus, Fire, Hazardous Material Spill, Hurricane, Tornado warnings, etc.)

VII. KNOW WHO YOUR SUPERVISOR IS

CPM staff, volunteers, teachers, and counselors should know who his/her designated supervisor or Dedicated Program Director is. Knowing your chain of command helps ensure an orderly line of authority and communication within the organization.

VIII. IDENTIFICATION OR IDENTIFICATION (ID) CARDS

Dedicated Program Directors must ensure that ID cards are issued to all CPM participants, staff, volunteers, teachers, and counselors. ID cards can be issued by TAMIU Card Services, or the CPM can issue their own ID cards. All CPM participants, staff, volunteers, teachers, and counselors shall wear and adequately display their ID cards or other forms of identification specific to the CPM at all times.

IX. LOST AND FOUND

Lost and found services are provided by UPD. Please turn in found items to UPD. UPD will release found items upon the owner providing a matching description of the item and providing a proper photo ID.

RESOURCES 8

Office of Budget, Payroll, and Fiscal Analysis: Payments to Vendors & Employees

OVERVIEW

Why must individuals working for a TAMIU CPM be employed by TAMIU and paid via payroll?

- We normally have a continuing relationship with them if they are re-hires.
- We have control over what they do and how they do their job.
- We are their sole employer and financial supplier for the duration of time they work for us.

WORKER MISCLASSIFICATION – REGULATED BY DOL AND IRS

What happens when we misclassify workers as Independent Contractors instead of hiring them as employees?

- IRS does not get their taxes up front from the worker's paycheck.
- The individual is not covered by workers' compensation insurance or unemployment insurance.
- The individual is required to pay both employer portion and employee portion of taxes at the end of the year.

WHAT DOES THIS MEAN TO YOU?

- When preparing for your CPM, think about ALL the positions needed to conduct your CPM successfully.
- Plan to hire for ALL positions by creating and posting those positions in *Workday*. One job requisition may be created for multiple positions.
- Existing TAMIU employees must also apply and be hired into secondary positions via *Workday* to work for your CPM. Current employees must be hired in order to track their working hours for overtime and benefits purposes.

HOW DO I GET MY EMPLOYEES HIRED AND PAID?

i CPM workers CANNOT begin working nor receive payment until they have applied, been hired via *Workday*, and have gone through HR orientation.

- Departments may re-use CPM worker positions from year to year. Existing vacant positions can be found in *Workday* by searching for the supervisor's organization (search Adloc with manager's name) and selecting STAFFING tab. Only create additional positions if you run out of positions or do not have any.
- *Workday* steps include (1) Creating Positions (if necessary), (2) Creating Job Requisitions to Post Jobs, (3) Completing Hiring Process for Selected Applicants. When a job ends, a Termination Process must be submitted.

CONTRACTED SERVICES

i Business or self-employed individuals who offer their services TO you and to the general public are not the same as CPM workers who are working FOR you.

- Contracted Services are companies/vendors who you partner with to conduct your CPM (i.e., guest speakers).
- A contracted vendor can provide their own vendor contract. If one is provided to you, please submit to the Associate VP for Administration for review/approval.
- If vendor does not have their own vendor contract, TAMIU's Independent Contractor Agreement should be used. Forms and procedures can be found at the following link:
<http://www.tamtu.edu/adminis/payroll/Payment%20for%20Independent%20Contractor.shtml>.

CONTACT INFORMATION FOR ASSISTANCE

- For questions about classifying workers or contracted services, email budgetandpayroll@tamtu.edu.
- For questions about creating jobs, posting jobs, or hiring workers in *Workday*, contact Human Resources.
- For questions about employees submitting work time in *Workday*, e-mail budgetandpayroll@tamtu.edu or call the Payroll Office at 956-326-2377.