



December 5, 2016

TO: Texas A&M AgriLife Business Administrators

SUBJECT: Pay Plan Implementation

### **PAY PLAN INFORMATION**

Information on the System-wide Pay Plan titles, pay grades, and FAQs for employees moving from exempt to non-exempt status is posted at <http://agrilifeas.tamu.edu/hr/system-pay-plan/>. The generic job descriptions for the new titles are not yet available as they are being finalized by the Pay Plan Administrator. Please contact your HR Generalist for assistance if you need to view a specific job description.

### **EPAs**

The EPA blackout period has been lifted and you can now process EPAs. **Note:** There is a risk of error when creating a retroactive EPA to change September, October or November data. Please contact payroll for assistance with these types of transactions.

- Retroactive EPAs submitted after December 1 for source changes - We recommend not using an effective date prior to December 1 for source change EPAs. The EPA should be effective December 1 but the payroll correction forms can include pay dates prior to that time. Please indicate in the justification of the EPA which dates need to be corrected.
- Retroactive EPAs submitted after December 1 for all other actions (except terminates) – The retroactive EPA will be done as usual; however, an additional EPA effective December 1 will be required in order to include the new title code change and/or possible salary adjustments.

Source Line Title codes – Effective 12/1, EPA source lines will no longer allow changes to its title code.

Starting December 1, 2016, BPP will no longer support source title codes that differ from the title code on the current position iteration. Thereafter, all source title codes must match the position. There are several reasons for this change, the most important of which is that Workday will not support this configuration when it replaces BPP next year.

This change took place in BPP as part of the universal pay plan rollout. All active positions were given an updated title code assignment and the resulting position iterations' title codes will replace the respective source line(s)' title code. Accordingly, BPP and Canopy will no longer allow the source line title code to differ from that of the position.

There may be some impact on reporting downstream of BPP as a result of this change. It is recommended that decisions and reporting related to faculty/non-faculty positions and pay be made using the funding source's object class code value rather than title code.

We appreciate your patience and your help as we finalize the implementation of this pay plan.