October 4, 2016

TO: Texas A&M AgriLife On and Off Campus Unit Contacts

SUBJECT: EPA Processing Deadlines

Please forward to staff who handle EPAs.

As you aware, the new System-wide Pay Plan and FLSA changes will be implemented December 1, 2016. These changes will be handled centrally but we need your help to help ensure a smooth transition.

**Important EPA dates and deadlines for all budgeted and wage positions**

- Please do not process any EPAs with an effective date of December 1 or after until December 2, 2016 or later.
- ALL EPAs must be in a completed status by 5:00 pm on November 18, 2016. [Note: ALL routing EPAs not in a completed status will automatically be cancelled by FAMIS. This will include any EPAs from FY2004 – FY2017.]
- No EPAS can be created November 19 – 30.

**Note:** After December 1 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.

Please regularly check the routing path of your EPAs to make sure they meet the deadlines.

Please let us know if you have any questions.

**For questions, please contact:** Payroll at (979) 845-3636

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