



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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