Payroll Schedules: https://agrilifeas.tamu.edu/hr/payroll/supervisor-payroll-resources/#payroll-schedule

Monthly Payroll Processing [Note: The monthly payroll summary that was previously approved and submitted to the Payroll office will not be required in Workday**.]**

- Retro entries should be in a complete status by 5:00 pm on the dates shown in Column B in order to process with the upcoming monthly payroll.
- Run the *PayCalc Results Report By Period.* This will be available to run on the dates shown in column C of the attached FY 19 Monthly Pay Schedule. The report will be for the current month for which payroll is being processed and will look very similar to the old BVD report. Units will review for accuracy and determine if any additional BP's need to be routed. We also recommend running this report for the prior month and compare to the current month.
- All Monthly employee related Business Processes should be in a complete status by 5:00 pm on the dates shown in column D of the attached FY 19 Monthly Pay Schedule.
- Payroll will run at 8:00 am on the dates shown in column E of the attached FY 19 Monthly Pay Schedule.
- BPs not fully completed prior to payroll running will be picked up in the retro process and paid or reflected on the employee's next monthly paycheck.
- Employee's will not get paid until the Assign Pay Group is approved.
- When in doubt turn in a supplement form AG 504/Ag 503 if you notice your employee will not make the current payroll.

FY 19 Monthly schedule:

A	B	C	D	E	F
Month	Retro entries approved by 5pm.	Pay Calc Results Report by period will be available	All monthly related BP's need to be complete by 5pm	Workday Complete Date(Paycalc) @ 8AM	PAY DATE
September	Mon, Sep 17	Fri, Sep 21	Mon, Sep 24	Tue, Sep 25	**Mon, Oct 1, 2018**
October	Tue, Oct 16	Tue, Oct 23	Wed, Oct 24	Thu, Oct 25	**Thu, Nov 1, 2018**
November	Fri, Nov 16	Wed, Nov 21	Mon, Nov 26	Tue, Nov 27	**Mon, Dec 3, 2018**
December	Wed, Dec 12	Tue, Dec 18	Wed, Dec 19	Thu, Dec 20	**Wed, Jan 2, 2019**
January	Wed, Jan 16	Tue, Jan 22	Wed, Jan 23	Thu, Jan 24	**Fri, Feb 1, 2019**
February	Wed, Feb 13	Tue, Feb 19	Wed, Feb 20	Thu, Feb 21	**Fri, Mar 1, 2019**
March	Thu, Mar 14	Fri, Mar 22	Mon, Mar 25	Tue, Mar 26	**Mon, Apr 1, 2019**
April	Wed, Apr 17	Tue, Apr 23	Wed, Apr 24	Thu, Apr 25	**Wed, May 1, 2019**
May	Fri, May 17	Thu, May 23	Fri, May 24	Tue, May 28	**Mon, Jun 3, 2019**
June	Mon, Jun 17	Fri, Jun 21	Mon, Jun 24	Tue, Jun 25	**Mon, Jul 1, 2019**
July	Wed, Jul 17	Tue, Jul 23	Wed, Jul 24	Thu, Jul 25	**Thu, Aug 1, 2019**
August	Wed, Aug 14	Tue, Aug 20	Wed, Aug 21	Thu, Aug 22	**Tue, Sep 3, 2019**

The header row above the Month column spans: **Schedule of Monthly Pay Periods for FY 2019 / September 1, 2018 - August 31, 2019 / (Dates are subject to change)**

Biweekly Payroll Processing [Note: Submitting the department adloc to the Payroll Office will not be required in Workday. Once a timesheet is approved by the manager or timekeeper it will be picked up in the payroll process**.]**

- Retro entries should be in a complete status by 5:00 pm on the dates shown in Column F in order to process with the upcoming Biweekly payroll.
- Before the timesheet deadline, units will run ALL of the time tracking reports to view timesheets submitted/not submitted and approved/not approved: https://it.tamus.edu/workday/commonly-used-reports/ Then click the Time Tab.
    - *Reported Time* - Provides details on time reported for employees for a given period with some additional fields added to assist with project time review
    - *Reported Time Blocks for a Worker* - Provides details on time reported for employees for a given period. Includes time entry codes and calculation tags
    - *Review Time* - Used to review and approve multiple employees' timesheets
    - *Workers with No Time Entered* - Identifies employees who have not entered time for the current pay period. This report is configured to send reminders to employees on the last Friday of the pay period.
    - *Workers with Time Entered but Not Submitted* - Identifies employees who have entered time for the pay period but have not submitted to their manager. This report is configured to send alerts to employees on the last Friday of the pay period.
    - *Workers with Time Submitted but Not Approved Primary Position* - Identifies managers of primary positions that have outstanding time sheets to approve. This report is configured to send alerts to employees on the Monday following the end of the pay period.
    - *Workers with Time Submitted but Not Approved Additional Jobs* - Identifies managers of additional jobs that have outstanding time sheets to approve. This report is configured to send alerts to employees on the Monday following the end of the pay period.
- Units will review the reports (more than once throughout the day) to ensure all timesheets are approved by 5:00 pm on the dates shown in column G of the attached FY 19 Biweekly Pay Schedule (typically Mondays)
- On the dates shown in column H of the attached FY 19 Biweekly Pay Schedule (typically Tuesdays):
    - Timesheets will be locked at 7:00 am. **Only the Manager and Timekeeper can approve at this point. The Timekeeper can enter/approve employees time if necessary.**
    - Units will re-run all the above reports to ensure all employees will get paid.
    - Units will run the *PayCalc Results Report By Period*. This report will be for the current pay period being processed and will look very similar to the Time Traq Adloc report.
    - Units will review for accuracy and determine if any additional business processes need to be routed. All biweekly employee related business processes should be in complete status by 5:00 pm.
    - Payroll will run at 8:00 am on the dates shown in column J of the attached FY 19 Biweekly Pay Schedule (typically Wednesdays).
    - Timesheets will unlock at 5:00 pm on the dates shown in column J of the attached FY 19 Biweekly Pay Schedule (typically Wednesdays).
    - If a biweekly business process is not completed prior to the biweekly payroll process running it will be picked up in the retro process and paid or reflected on the employee's next biweekly paycheck.
    - Employee's will not get paid until the Assign Pay Group is approved
    - When in doubt turn in a supplement form AG 504/Ag 503 if you notice your employee will not make the current payroll.

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FY 19 Biweekly Schedule

TEXAS A&M AGRILIFE
SCHEDULE OF FY 2019 BIWEEKLY PAY PERIODS
September 1, 2018 - August 31, 2019

PAY PERIOD #	PAY PERIOD		WORKING DAYS	WORK HOURS REMAINING AFTER PAY PERIOD	Retro Entries approved by 5 pm	**ALL** TIMESHEETS need to be SUBMITTED and APPROVED BY 5PM	Paycalc Results Report for a period available TIMESHEETS ARE LOCKED @ 7AM All related BP's should be in a complete status by 5pm	Workday Payroll Process begins at 8AM Timesheets unlock @ 5PM	LONGEVITY PAY DATE	PAY DATE
	FROM	THRU								
	Sunday	Saturday		2080		(Dates are subject to change)				
1	Aug 26	Sep 08	10	2000	Thu, Sep 06	Mon, Sep 10	Tue, Sep 11	Wed, Sep 12	L	Fri, Sep 14, 2018
2	Sep 09	Sep 22	10	1920	Thu, Sep 20	Mon, Sep 24	Tue, Sep 25	Wed, Sep 26		Fri, Sep 28, 2018
3	Sep 23	Oct 06	10	1840	Thu, Oct 04	Mon, Oct 08	Tue, Oct 09	Wed, Oct 10	L	Fri, Oct 12, 2018
4	Oct 07	Oct 20	10	1760	Thu, Oct 18	Mon, Oct 22	Tue, Oct 23	Wed, Oct 24		Fri, Oct 26, 2018
5	Oct 21	Nov 03	10	1680	Thu, Nov 01	Mon, Nov 05	Tue, Nov 06	Wed, Nov 07	L	Fri, Nov 09, 2018
6	Nov 04	Nov 17	10	1600	Tue, Nov 13	Thu, Nov 15	Fri, Nov 16	Mon, Nov 19		Wed, Nov 21, 2018
7	Nov 18	Dec 01	10	1520	Thu, Nov 29	Mon, Dec 03	Tue, Dec 04	Wed, Dec 05	L	Fri, Dec 07, 2018
8	Dec 02	Dec 15	10	1440	Thu, Dec 13	Mon, Dec 17	Tue, Dec 18	Wed, Dec 19		Fri, Dec 21, 2018
9	Dec 16	Dec 29	10	1360	Tue, Dec 18	Thu, Dec 20	Fri, Dec 21	Wed, Jan 02		Fri, Jan 04, 2019
10	Dec 30	Jan 12	10	1280	Thu, Jan 10	Mon, Jan 14	Tue, Jan 15	Wed, Jan 16	L	Fri, Jan 18, 2019
11	Jan 13	Jan 26	10	1200	Thu, Jan 24	Mon, Jan 28	Tue, Jan 29	Wed, Jan 30		Fri, Feb 01, 2019
12	Jan 27	Feb 09	10	1120	Thu, Feb 07	Mon, Feb 11	Tue, Feb 12	Wed, Feb 13	L	Fri, Feb 15, 2019
13	Feb 10	Feb 23	10	1040	Thu, Feb 21	Mon, Feb 25	Tue, Feb 26	Wed, Feb 27		Fri, Mar 01, 2019
14	Feb 24	Mar 09	10	960	Wed, Mar 06	Fri, Mar 08	Mon, Mar 11	Tue, Mar 12	L	Thu, Mar 14, 2019
15	Mar 10	Mar 23	10	880	Thu, Mar 21	Mon, Mar 25	Tue, Mar 26	Wed, Mar 27	(No Ins)	Fri, Mar 29, 2019
16	Mar 24	Apr 06	10	800	Thu, Apr 04	Mon, Apr 08	Tue, Apr 09	Wed, Apr 10	L	Fri, Apr 12, 2019
17	Apr 07	Apr 20	10	720	Thu, Apr 18	Mon, Apr 22	Tue, Apr 23	Wed, Apr 24		Fri, Apr 26, 2019
18	Apr 21	May 04	10	640	Thu, May 02	Mon, May 06	Tue, May 07	Wed, May 08	L	Fri, May 10, 2019
19	May 05	May 18	10	560	Thu, May 16	Mon, May 20	Tue, May 21	Wed, May 22		Fri, May 24, 2019
20	May 19	Jun 01	10	480	Thu, May 30	Mon, Jun 03	Tue, Jun 04	Wed, Jun 05	L	Fri, Jun 07, 2019
21	Jun 02	Jun 15	10	400	Thu, Jun 13	Mon, Jun 17	Tue, Jun 18	Wed, Jun 19		Fri, Jun 21, 2019
22	Jun 16	Jun 29	10	320	Wed, Jun 26	Fri, Jun 28	Mon, Jul 01	Wed, Jul 03		Fri, Jul 05, 2019
23	Jun 30	Jul 13	10	240	Thu, Jul 11	Mon, Jul 15	Tue, Jul 16	Wed, Jul 17	L	Fri, Jul 19, 2019
24	Jul 14	Jul 27	10	160	Thu, Jul 25	Mon, Jul 29	Tue, Jul 30	Wed, Jul 31		Fri, Aug 02, 2019
25	Jul 28	Aug 10	10	80	Thu, Aug 08	Mon, Aug 12	Tue, Aug 13	Wed, Aug 14	L	Fri, Aug 16, 2019
26	Aug 11	Aug 24	10	0	Thu, Aug 22	Mon, Aug 26	Tue, Aug 27	Wed, Aug 28	(No Ins)	Fri, Aug 30, 2019

Revised 8/16/18

Bi-Weekly Timesheets
Biweekly paid employees who revise their time/time off for a pay period must also correct and *RESUBMIT* the timesheet for the revised pay period. This applies to prior pay periods that have been paid and current pay periods that have already been submitted. Otherwise, the retro pay process will not process the change correctly which may negatively impact the employee's pay in the current period. (Tip for employees: You cannot submit too many times. If the green submit button is there after a change, continue to submit it. The submit button will disappear when all adjustments have been calculated.)

To find employees who have not resubmitted the adjusted weeks, the Timekeeper can run the following reports during the current pay period:
- Workers with Time Entered but Not submitted
- Workers with Time Submitted but Not Approved (primary and additional)
- Workers with No Time Entered

Pay Calc Results for Employees
- HR contact can view an employee's pay result to see how an employee is getting paid. Past pay results can be viewed at any time.
- Current pay results are available when the Paycalc Results Report for a period is available. This is the day after all timesheets are due. These dates are on your BW Pay Period schedule (Column H) and MO Pay Schedule (Column C). See schedules above.
- To View Employee's Pay Result: Navigate to employee's profile -> Click "Pay" in the blue section on the left -> Click the magnifying glass next to the pay period date you want to view.

Missed Payroll
If an employee missed the MO or BW payroll for any reason, the missed pay will be added to their next regular "on cycle" pay check. For Bi-weekly paid employees, missed pay will be on the next bi-weekly as long as the timesheets are submitted and approved. Missed time will need to be submitted and approved by the deadlines on the pay schedules. For Monthly paid employees, missed pay will be on the next monthly pay check. This is a change from the way missed payments were previously processed.
When in doubt turn in a supplement form AG 504/Ag 503 if you notice your employee will not make the current payroll.

Paid Holiday / Early Release Not on Timesheet
In order to get the time blocks to create for early release, paid holidays and inclement weather events the calculations need to run on the time sheet. These calculations run automatically when employees enter/update time. If an employee does not have worked time to enter or update (paid time off, holidays all week) or they entered all time prior to the event being added to the calendar, they should Run Calculations on their time sheet. You can find the option to "Run Calculations" in the Enter Time menu at the bottom left of the employee's time sheet. The time sheet needs to be submitted and approved for the time to pay.

Alternatively, Timekeepers can choose to run calculations for everyone or groups of individuals.
Run Time Calculations for a Date Range:
1. Search for Run Time Calculations for a Date Range report.
2. Select the workers for whom you'd like to run calculations.
3. Enter Run Frequency [Run Now].
4. Enter a Request Name.
5. Select a Start Date and End Date to define the date range for calculations.
6. Click OK to run process.

Retro Process

When you see a pay result status that says "pending completion of prior" or "pending completion of retro", payroll is reviewing the past changes that are being picked up on the current pay period. The retro process will pick up any submitted and approved time on a previous timesheet for an existing bi-weekly employee. It will also pick up any past BP changes or missed pay on an existing monthly employee.

However, this process will <u>not pick up any retro new hires</u>. For example: Hire date is 1/23/18 and the Hire BP did not finish completion until 2/3/18. This employee will not be picked up in the retro process for their January days because the hire BP did not complete in the same month as the hire date. This will be fixed in a future Workday release.

Payroll Contacts:

TBD - UIN task approvals, PCT approvals, prior state service verifications, employment verifications, direct deposit questions, withholding orders

Jacob Cutler, Jacob.Cutler@ag.tamu.edu – BW payroll processing, Glacier log in, Assign pay group task approval, Lump Sum Payments, timesheet questions

Christin Spivey, Christin.Spivey@ag.tamu.edu – MO payroll processing, Retro process, Guardian I9 approvals, AG-519 process, payroll supplements (payroll inputs), one-time payment approval

Karisa Cherry, kjcherry@ag.tamu.edu – Payroll management, IRS reporting, TRS reporting, Review onboarding question task approval, State Income Tax Filing, Glacier and Tax related questions