



April 25, 2017

TO: Texas A&M AgriLife Business & Payroll Administrators

SUBJECT: Change in Pay Periods for Hourly Employees

Please share with all your hourly biweekly employees and their supervisors.

Effective September 1st, 2017, the Texas A&M University System is moving forward with plans to change our workweeks and biweekly pay periods for hourly paid employees. Work weeks will now run from Sunday through Saturday with pay day remaining on Friday. Pay periods will continue to be every two weeks. As during previous fiscal year close periods, the first pay period in September will be abbreviated. This year it will run from September 1st to September 9th (encompassing six working days), and will be paid on September 15th. The next pay date will be on September 29th, for the period of the 10th to the 23rd, followed by regular two week pay cycles. Generally, timesheets will be submitted on Friday and approved on Monday morning.

This change shortens the waiting period between the end of the pay period and pay date. It also better aligns the FLSA overtime work week with employees' schedules, and also prepares us for our Workday implementation.

BPP schedules and regular payroll cycle dates are being developed and will be published on our web site. More information will be provided in the coming weeks.

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

Texas A&M AgriLife Human Resources | <http://agrilifeas.tamu.edu/hr>