August 16, 2021

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

SUBJECT:    FY22 - Payroll Processing, Pay Schedules, One Time Payments

*Please share with appropriate staff.*

Attached to this email are the following:

- The FY22 Biweekly and Monthly payroll schedules
- Job aid for processing Biweekly and Monthly payroll
  - Biweekly and Monthly payroll processing
  - Timesheet adjustments
  - Paid Holiday/Early release
  - View Pay Results for Employees
  - Retro Process – **updated!!**
  - Underpayment/Overpayment
  - Missed Payroll
  - Late Submission of Timesheets – **updated!!**
  - Costing allocations – **updated!!**
  - Payroll Contacts – **updated!!**
- Helpful guide for one time payments

All payroll schedules are located on our website [https://agrilifeas.tamu.edu/hr/payroll/supervisor-payroll-resources/#payroll-schedule](https://agrilifeas.tamu.edu/hr/payroll/supervisor-payroll-resources/#payroll-schedule)

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

Texas A&M AgriLife Human Resources | [http://agrilifeas.tamu.edu/hr/](http://agrilifeas.tamu.edu/hr/)