



TEXAS A&M
AGRI LIFE

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>

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

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