

Payroll Processing

Job Aids: <https://it.tamus.edu/workdayservices/education/user-guides/>

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

Monthly Payroll Processing

- 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 *Pay Calculation Results Report By Period*. This will be available to run on the dates shown in column C of the attached FY 21 Monthly Pay Schedule. The report will be for the current month for which payroll is being processed. 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.**
- The Payroll Office will recalc/refresh payroll results two times a day on the dates shown in column C and D.
- 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 21 Monthly Pay Schedule. **Units should re-run the *Pay Calculation Results Report by Period* to ensure all employees will get paid.**
- Payroll will run at 8:00 am on the dates shown in column E of the attached FY 21 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 21 Monthly schedule:

A	B	C	D	E	F
Schedule of Monthly Pay Periods for FY 2021					
September 1, 2020 - August 31, 2021					
(Dates are subject to change)					
	Pay Calc Results				
Month	Retro entries approved by 5pm.	for a Period report will be available starting:	All monthly related BP's need to be complete by 5pm	Workday Complete Date(Paycalc) @ 8AM	PAY DATE
September	Wed, Sep 9	Mon, Sep 14	Wed, Sep 16	Thu, Sep 17	Thu, Oct 1, 2020
October	Wed, Oct 14	Mon, Oct 19	Thu, Oct 22	Fri, Oct 23	Mon, Nov 2, 2020
November	Mon, Nov 16	Thu, Nov 19	Mon, Nov 23	Tue, Nov 24	Tue, Dec 1, 2020
December	Wed, Dec 9	Mon, Dec 14	Wed, Dec 16	Thu, Dec 17	Mon, Jan 4, 2021
January	Wed, Jan 13	Mon, Jan 18	Wed, Jan 20	Thu, Jan 21	Mon, Feb 1, 2021
February	Wed, Feb 10	Mon, Feb 15	Wed, Feb 17	Thu, Feb 18	Mon, Mar 1, 2021
March	Mon, Mar 15	Tue, Mar 23	Thu, Mar 25	Fri, Mar 26	Thu, Apr 1, 2021
April	Wed, Apr 14	Mon, Apr 19	Thu, Apr 22	Fri, Apr 23	Mon, May 3, 2021
May	Mon, May 17	Thu, May 20	Mon, May 24	Tue, May 25	Tue, Jun 1, 2021
June	Wed, Jun 16	Mon, Jun 21	Wed, Jun 23	Thu, Jun 24	Thu, Jul 1, 2021
July	Wed, Jul 14	Mon, Jul 19	Wed, Jul 21	Thu, Jul 22	Mon, Aug 2, 2021
August	Wed, Aug 11	Mon, Aug 16	Wed, Aug 18	Thu, Aug 19	Wed, Sep 1, 2021

Biweekly Payroll Processing

- 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/workdayservices/commonly-used-reports/reports-grouped-by-functional-area/> Then click the Time Tab.
 - **Time Summary Review** – This report returns time block hours (not submitted, not approved, approved, regular hours and overtime hours) during a prompted date range. Timekeeper will choose the following:
 - Company Extension and/or Research and/or TVMDL
 - Pay Type Hourly AND Salaried
 - This will help pull in any Grad students who are working in an additional job over the summer
 - The start and end date being the pay period that is in review.
 - **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
- 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 21 Biweekly Pay Schedule (typically Mondays)
 - Please be aware of EARLY Timesheet deadlines
- The Payroll Office will recalc/refresh payroll results two times a day on the dates shown in column G and H.
- On the dates shown in column H of the attached FY 21 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 *Pay Calculation Results Report By Period*. This report will be for the current pay period being processed. **We also recommend running this report for the prior pay period and compare to the current pay period.**
 - 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 21 Biweekly Pay Schedule (typically Wednesdays).
 - Timesheets will unlock at 5:00 pm on the dates shown in column J of the attached FY 21 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.



Payroll Processing

Job Aids: <https://it.tamus.edu/workdayservices/education/user-guides/>

FY 21 Biweekly Schedule

TEXAS A&M AGRILIFE										
SCHEDULE OF FY 2021 BIWEEKLY PAY PERIODS										
September 1, 2020 - August 31, 2021										
PAY PERIOD #	PAY PERIOD		WORKING DAYS	WORKING HOURS IN FY 21	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 Sunday	THRU Saturday								
				2088		(Dates are subject to change)				
1	Aug 23	Sep 05	FY20 6 FY21 4	2056	Thu, Sep 03	Mon, Sep 07	Tue, Sep 08	Wed, Sep 09	L	Fri, Sep 11, 2020
2	Sep 06	Sep 19	10	1976	Thu, Sep 17	Mon, Sep 21	Tue, Sep 22	Wed, Sep 23		Fri, Sep 25, 2020
3	Sep 20	Oct 03	10	1896	Thu, Oct 01	Mon, Oct 05	Tue, Oct 06	Wed, Oct 07	L	Fri, Oct 09, 2020
4	Oct 04	Oct 17	10	1816	Thu, Oct 15	Mon, Oct 19	Tue, Oct 20	Wed, Oct 21		Fri, Oct 23, 2020
5	Oct 18	Oct 31	10	1736	Thu, Oct 29	Mon, Nov 02	Tue, Nov 03	Wed, Nov 04		Fri, Nov 06, 2020
6	Nov 01	Nov 14	10	1656	Thu, Nov 12	Mon, Nov 16	Tue, Nov 17	Wed, Nov 18	L	Fri, Nov 20, 2020
7	Nov 15	Nov 28	10	1576	Tue, Nov 24	Mon, Nov 30	Tue, Dec 01	Wed, Dec 02		Fri, Dec 04, 2020
8	Nov 29	Dec 12	10	1496	Mon, Dec 07	Wed, Dec 09	Thu, Dec 10	Fri, Dec 11	L	Fri, Dec 18, 2020
9	Dec 13	Dec 26	10	1416	Tue, Dec 15	Thu, Dec 17	Fri, Dec 18	Mon, Dec 21		Mon, Jan 04, 2021
10	Dec 27	Jan 09	10	1336	Thu, Jan 07	Mon, Jan 11	Tue, Jan 12	Wed, Jan 13	L	Fri, Jan 15, 2021
11	Jan 10	Jan 23	10	1256	Thu, Jan 21	Mon, Jan 25	Tue, Jan 26	Wed, Jan 27	(No Ins)	Fri, Jan 29, 2021
12	Jan 24	Feb 06	10	1176	Thu, Feb 04	Mon, Feb 08	Tue, Feb 09	Wed, Feb 10	L	Fri, Feb 12, 2021
13	Feb 07	Feb 20	10	1096	Thu, Feb 18	Mon, Feb 22	Tue, Feb 23	Wed, Feb 24		Fri, Feb 26, 2021
14	Feb 21	Mar 06	10	1016	Thu, Mar 04	Mon, Mar 08	Tue, Mar 09	Wed, Mar 10	L	Fri, Mar 12, 2021
15	Mar 07	Mar 20	10	936	Fri, Mar 12	Mon, Mar 22	Tue, Mar 23	Wed, Mar 24		Fri, Mar 26, 2021
16	Mar 21	Apr 03	10	856	Thu, Apr 01	Mon, Apr 05	Tue, Apr 06	Wed, Apr 07	L	Fri, Apr 09, 2021
17	Apr 04	Apr 17	10	776	Thu, Apr 15	Mon, Apr 19	Tue, Apr 20	Wed, Apr 21		Fri, Apr 23, 2021
18	Apr 18	May 01	10	696	Thu, Apr 29	Mon, May 03	Tue, May 04	Wed, May 05	L	Fri, May 07, 2021
19	May 02	May 15	10	616	Thu, May 13	Mon, May 17	Tue, May 18	Wed, May 19		Fri, May 21, 2021
20	May 16	May 29	10	536	Wed, May 26	Fri, May 28	Tue, Jun 01	Wed, Jun 02		Fri, Jun 04, 2021
21	May 30	Jun 12	10	456	Thu, Jun 10	Mon, Jun 14	Tue, Jun 15	Wed, Jun 16	L	Fri, Jun 18, 2021
22	Jun 13	Jun 26	10	376	Thu, Jun 24	Mon, Jun 28	Tue, Jun 29	Wed, Jun 30		Fri, Jul 02, 2021
23	Jun 27	Jul 10	10	296	Thu, Jul 08	Mon, Jul 12	Tue, Jul 13	Wed, Jul 14	L	Fri, Jul 16, 2021
24	Jul 11	Jul 24	10	216	Thu, Jul 22	Mon, Jul 26	Tue, Jul 27	Wed, Jul 28	(No Ins)	Fri, Jul 30, 2021
25	Jul 25	Aug 07	10	136	Thu, Aug 05	Mon, Aug 09	Tue, Aug 10	Wed, Aug 11	L	Fri, Aug 13, 2021
26	Aug 08	Aug 21	10	56	Thu, Aug 19	Mon, Aug 23	Tue, Aug 24	Wed, Aug 25		Fri, Aug 27, 2021
FY 22	Aug 22	Sep 04	FY21 7 FY22 3	0	TBA	TBA	TBA	Wed, Sep 08	L	Fri, Sep 10, 2021

Bi-Weekly Timesheets (adjustments/revisions)

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. Revisions to regular time can only go back 3 pay periods. Please contact the AgriLife Payroll Office if an employee has adjustments prior to the last 3 pay periods. (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 *Time Summary Review* report during the current pay period.

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.

Pay Calc Results for Employees

- HR Contacts 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 Pay calculations 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.

Underpayment / Overpayment / No Payment Pay Results

AgriLife Payroll receives calls & emails from departments on payday or later reporting underpayments, overpayments or no payments. Most of these issues can be identified by departments prior to paycalc deadlines.

It is imperative that all departments generate and review the **Pay Calculation Results for a Period report** every biweekly and monthly payroll. Please review to ensure employees will receive their expected salary / hours, one-time payment request, recurring payments and/or allowances. This is also an opportunity to make sure new hires since the last payroll will receive pay. Initiation of a business process is not assurance that expected pay results are populating as part of the employee's paycheck. If an error or omission is identified before paycalc deadlines the AgriLife Payroll staff can work with you and try to correct, as long as business processes are fully completed.

Payroll Processing

Job Aids: <https://it.tamus.edu/workdayservices/education/user-guides/>

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.

When in doubt turn in a supplement form AG 504/Ag 503 if you notice your employee will not make the current payroll.

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.

Costing Allocation Report

AgriLife urges departments to run the *Missing Costing Allocation* Report prior to each biweekly and monthly payroll business process approval deadline. The report is used to determine which employees are missing a costing allocation so the expense is not charged to the FAMIS default accounts. The report is accessible via the Workday search bar and the results can be exported to Excel.

Payroll Contacts:

Sandra Rincon, Sandra.Rincon@ag.tamu.edu - UIN task approvals, PCT approvals, prior state service verifications, employment verifications, direct deposit questions, withholding orders, sorts and distributes paychecks

Jacob Cutler, Jacob.Cutler@ag.tamu.edu – Lump Sum Payments, month end processing, timesheet questions, I9 reverifications

Ana Carvalho, Ana.Carvalho@ag.tamu.edu – BW payroll processing for retro and current, Timesheet questions, Glacier log in, Assign pay group task approval

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

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