



July 10, 2017

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

SUBJECT: FY18 Monthly and Biweekly Pay Schedules

Please share with appropriate staff.

Unit Contacts,

Effective September 1st, 2017, the Texas A&M University System will change our workweeks and biweekly pay periods for **hourly** paid employees. Work weeks will now run from Sunday through Saturday with the 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.

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.

Generally, timesheets for FY18 will be submitted by the close of business Friday and approved on Monday morning. Going forward all department biweekly FY18 adloc's will be due to the **Payroll office by 3pm Monday.**

Please find attached the biweekly and monthly payroll schedules for FY18. They can also be found at: <http://agrilifeas.tamu.edu/hr/payroll/payroll-unit-contact-resources/#payroll-schedule>.

After Workday Go Live December 1st, there might be additional changes to the schedules and we will provide more information at that time.

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

Texas A&M AgriLife Administrative Services | <http://agrilifeas.tamu.edu/>