



July 16, 2020

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

SUBJECT: Deadline for FY20 Payroll Cost Transfers (PCTs) – AUGUST 10, 2020

\*\* DEADLINE TO CREATE – AUGUST 10

\*\* DEADLINE TO COMPLETE – AUGUST 21

Please ensure all Payroll Cost Transfers (PCTs) are submitted by **AUGUST 10** and monitor the approval process to make sure they are completed timely. PCTs not processed through FAMIS by **AUGUST 21** will be cancelled.

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

Texas A&M AgriLife Human Resources | <http://agrilifeas.tamu.edu/hr/> | p. 979-845-2423