



July 22, 2021

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

SUBJECT: Costing Allocation Dates

**Reminder on Costing Allocation Dates**

**Costing allocation start and end dates should be the beginning or ending of a pay period** to avoid posting of partial payroll to Workday default account. For monthly new hires beginning in August, costing allocation start date should be 8/1/21. End date may be left blank. For biweekly employees, the start date should be the Sunday of the pay period when they begin working. See biweekly pay period dates at <https://agrilifeas.tamu.edu/hr/payroll/employee-payroll-resources/#payroll-schedule>

The costing allocation start date and end date are used only to distribute payroll to accounts and do not affect computation of pay.

Please do not overwrite an existing costing allocation. Add a new line for a new allocation with a start date of the day after the end date of the previous allocation.

See attached for further information regarding costing allocation dates.