

E-news
ADMINISTRATIVE SERVICES



TEXAS A&M
AGRI LIFE

June 27, 2017

TO: Texas A&M AgriLife Unit Contacts

SUBJECT: AgriLife Payroll Staff Changes

Please forward to appropriate staff.

We have made the following changes within Texas A&M AgriLife Payroll Office:

Anna Sprouse -- primary areas of responsibility are updating the payroll system with new information from EPAs, Payroll Corrections, Employment Verifications, Prior State Service Verifications and distribution of pay checks.

Jacob Cutler – primary areas of responsibility are all Monthly EPA approval, submission of bi-weekly payroll to the System, cell phone allowances, Glacier user ID and password and processing lump sum payment forms.

Christin Spivey -- primary areas of responsibility are all Bi-Weekly EPA approval, submission of monthly payroll to the System, supplemental payments, Payroll Voucher detail, Guardian I9, Employee Out Processing checklist and UIN/Temp SSN issues.

Karisa Cherry – Acting Payroll Director, TRS/ORP retirement forms and questions, Management of Glacier, State and Federal Taxes

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