



March 1, 2021

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

SUBJECT: Change re: Late Submission of Timesheets - REMINDER

As previously communicated, biweekly paid employees must have their time sheets submitted and approved in Workday by the deadlines noted in the [Payroll Schedule](#) in order to be paid on the regularly scheduled pay dates. If a timesheet is not submitted and approved by the deadline for a pay period, those hours are included and paid on the next scheduled pay date after they have been approved by the supervisor. Please note that, beginning with the timesheets due on March 8, 2021 (pay period February 21 – March 6, 2021), manual checks will no longer be processed due to late submission or approval of time sheets.

**It is critical that supervisors understand that failing to approve a timesheet by the deadline will result in their employee not being paid until a future scheduled pay date.**

We ask your assistance in distributing this information to your biweekly paid employees and their supervisors. Please contact AgriLife Payroll if you have any questions regarding payroll deadlines.