September 2, 2021

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

SUBJECT:             FY22 - Payroll Processing, Pay Schedules, One Time Payments

Attached to this email are the following:

* The FY22 Biweekly and Monthly payroll schedules
* Job aid for processing Biweekly and Monthly payroll
  + Biweekly and Monthly payroll processing
  + Timesheet adjustments
  + Paid Holiday/Early release
  + View Pay Results for Employees
  + Retro Process – **updated!!**
  + Underpayment/Overpayment
  + Missed Payroll
  + Late Submission of Timesheets – **updated!!**
  + Costing allocations – **updated!!**
  + Payroll Contacts – **updated!!**
* Helpful guide for one-time payments

All payroll schedules are located on our website <https://agrilifeas.tamu.edu/hr/payroll/supervisor-payroll-resources/#payroll-schedule>

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

Texas A&M AgriLife Human Resources │ <http://agrilifeas.tamu.edu/hr/>