



September 4, 2020

TO: Texas A&M AgriLife On & Off Campus Unit Contacts  
SUBJECT: Workday Actions Required by SEPTEMBER 8

**Promotions/Reclassifications effective September 1:**

All job profile (title) changes that were **effective September 1** and not previously submitted must be submitted in Workday ASAP. This includes job profile (title) changes for employees whose career ladder or professorial rank promotion have been approved.

**Missing Costing Allocations**

Prior to the 1<sup>st</sup> biweekly payroll in September please run the Missing Costing Allocation report to determine which employees need costing allocations assigned to Worker Position to avoid being paid on the FAMIS default accounts.

**Compensation Changes**

Faculty and staff who were in the merit process have compensation changes that were effective September 1. Therefore, any other **compensation changes for that group of employees with an effective date of September 1 should be submitted between September 1 and September 8.**

he following were not included in the merit process and actions may be processed as usual:

- Temp/Casual
- Student
- Graduate Assistants
- New Hires

**SEP Allowances (Same process applies for any allowance)**

**SEP in current FY but NOT continuing in next FY:**

**Before September 8:** Request Compensation Change to add end date of 8/31 to Salary Enhancement Pay allowance.

**SEP in current FY and continuing in next FY:**

**Between September 1 and 8 and enter effective date of September 1.**

- Request compensation change if needed to (1) edit the amount and/or (2) remove *actual end date* if it was entered.
- Assign Costing Allocation to change the account if needed. If Requesting Compensation change to edit amount and/or remove end date, you will receive a "To Do" step to Assign Costing Allocation.



**No SEP in current FY but adding for next FY:**

**Between September 1 and 8 and enter effective date of September 1.**

- Request Compensation Change to add allowance.
- Complete "To Do" step to Assign Costing Allocation.

**Additional Jobs**

If an additional job was added for faculty or graduate assistants to work all or a portion of the summer months, please remember to **End Additional Job** if there is no expectation the employee will be in that job again next year. *If the Additional Job is not ended, the faculty or graduate assistant will begin getting paid during that disbursement plan next year.* The report "Workers with Additional Jobs" will be helpful.