Payroll Working Group
Meeting Minutes

THE TEXAS A&M UNIVERSITY SYSTEM
OFFICE OF INFORMATION TECHNOLOGY

Date: April 16, 2020
Time: 3:00 – 5:00 p.m.

Location and/or WebEx: WebEx only

1. Welcome & Roll Call

Name		Name		Name	
Keisha Lamb	x	Kristen Suehs	x	Sheila Hawkins	x
Laura Quirino	x	Lisa Blackwell	x	Yvonne Vela	x
Randy Shirley	x	Gene Zorn	x	Nora Lerma	x
Joe Corn	x	Shannon Ham	x	Lloyd Butler	x
Karisa Cherry	x	Betty Ricks	x	Shannon Ham	x

2. Action Item Review

a. **Reversals –** security to the payroll partner for using the Reversal feature released on 4/2/2020. The reversal feature will allow you to cancel a completed payroll result.
b. **Reversal job aid/reference guide -** released on 4/3/2020.
c. **W-2 Reference Guide –** scheduled for release on 4/17/2020
d. **W-4 Reference Guide** - released on 4/3/2020
e. **Unpaid Time Off** – configured to calculate based upon the number for working hours in the month. Released on 4/9/2020
f. **Employee Benefit Deduction Codes** – adding logic for Custom ID "B" to stop deductions during the summer months. Released 3/26/2020
g. **Job Aid/Reference Guide** – Clear Arrears balances – a draft is being worked on and hope to have it released within the next few weeks.

3. New Items

a. *Longevity Doubling Testing - INC1016283 – Sri Kamarthi*
Recreate this in TAMUS1.
This occurs when there are two jobs with the same company and the primary job gets transferred to a different company in the mid-period. Does not occur frequently, so we did not see more tickets about this
Recommendation is to create a report to identify these transfer because we cannot set the Longevity to prorate - The Payroll Working Group would like a report.

b. *Validation for empty costing worktag – Assign Costing Allocation – Sri Kamarthi*

Currently users are able to submit costing allocation without adding Worktag as long as the percent equals 100%
Recommendation is to add a validation (error message – hard stop) will be added to prevent users from proceeding until they add the Worktag
This will prevent the users from submitting the empty costing allocation for approval

   c. Review report for job changes without compensation changes for costing impacts
      Report Name
      Prompts
      Columns & Additional fields to be added

      Name suggested for report is "Verify Payment and Costing for Job Changes" The Payroll Working Group was okay with this name

4. New Deduction Code for ORP and/or TDA for Military Leave "Catch Up" contributions for a previous year.
   a. Do we need a standardized form for employee to complete? Yes
   b. Who should be responsible to creating the form? ***Sheri Meyer stated she would be responsible for creating and maintaining the form***.

5. New Paid Time Off for Family First Coronavirus Response Act and Emergency Family and Medical Leave Expansion Act (EFMLA) (Weeks 3 -12).

6. Feature Release – Support for Retro Events in Different Companies – Dalton –

   The Payroll Working Group didn't not want to proceed forward with adopting this feature

7. Create Deduction Recipient - Reference Guide on Workday Help Site – only TAMU Payroll Office should create a deduction recipient

8. Longevity Configuration – based upon 30 days

9. Communication – How should WD Services provide communication to the System Members? Should Workday Services only send the communication to TAMU or HSC if the System Member has a Shared Service agreement with TAMU Payroll Services? Does every System Member have a Payroll Manager

Communication can be sent to TAMU Payroll Services and they will send communication to the members they represent. Communication should be sent directly to the other member.

10. Questions/Comments

11. Next Steps

Job Aid for Clearing Arrears

New Report: Longevity Report for Transfer within Same Company
                        Verify Payment and Costing for Job Changes
Validation on Costing Allocation for hard stop on Worktag if the cost centers don't total to 100%

Next Meeting: May 21, 2020