

Payroll Working Group Meeting Minutes

Date: April 20, 2023

Time: 3 – 4 p.m.

Microsoft Teams Meeting

Welcome & Roll Call

Model Pay for Worker – Sri Kamarthi

- This has been enabled for Payroll Partners and Tax Compliance Partner roles

Edit Employer Paid Expense Costing Allocation Defaults – Sri Kamarthi

- Turning on this new feature will help prevent the employer deductions going to the default account when there is no gross pay for Faculty in summer months
- Workday will pick up the employee's costing allocations for employer deductions for any faculty members who will be participating in save for summer
- This has been turned on for TAMU, TAMHSC, TAMUG, WTAMU, TEEX, Ag Research, Ag Extension and TVMDL.

New Earning Codes – Sri Kamarthi

- TEES has submitted an enhancement request for two new earning codes
- **Administrative Stipend – Additional**
 - When Faculty have multiple administrative stipends, currently they are combining them into one admin stipend allowance. This makes it difficult to differentiate them in reporting. It would be much cleaner if we could add separate lines per stipend.
- **Teaching in Excess – Prorated**
 - Current allowance plan for Teaching in Excess does not prorate.
 - Engineering would like to start using this new allowance to track teaching in excess appointments (many each semester), but as it is currently set up, it cannot be used as the allowance type will not pay for partial months.

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EIB Due Dates – Scott Ritter

Pay Date	Due Date for Completed EIB Template
May 1, 2023	Monday April 17, 2023
May 5, 2023	Thursday April 27, 2023
May 19, 2023	Thursday May 11, 2023
June 1, 2023	Monday May 15, 2023
June 2, 2023	Thursday May 24, 2023

The minimum is close to 50 as possible

Director-level administrator submits the Request for Mass Load (EIB) form on the Workday Help Website

Please do not alter the formatting or add formulas to the spreadsheet.

Q: So a director level? Does that mean as a manager I cannot submit an EIB?

A: The EIB request must be submitted by the Human Resources Officer, Payroll Director, or other Director-level Administrator with responsibility for HR or Payroll functions, but someone else may be designated to act as reviewer/approver during the mass load process.