

Payroll Working Group Meeting Minutes

Date: July 20, 2023

Time: 3 – 4 p.m.

Microsoft Teams Meeting

Welcome & Roll Call

Student Exemption to FICA Tax Update – Sri Kamarthi, Cynthia Flemings, Edward Zavodny

- Student FICA Exemption applies to students working for other System members.
- FAQs from 2000 - vetted back then by tax counsel.
 - Is a student who is employed at one TAMUS campus and attending classes at another TAMUS campus entitled to the FICA exception?
 - For FICA exemption purposes, TAMUS is considered to be a single entity. Workday will match up students against the databases of other campuses to determine if the student is eligible for the FICA exemption

Cynthia Flemings confirms this is correct, the TAMUS system is a single entity and the students should receive the exemption.

The Save for Summer Monthly transactions for July – Sri Kamarthi

The Save for Summer Monthly transactions for July have been loaded to Production. Please spot check a few and let us know if you see any problems.

Reminders:

- Pay inputs will be on the Primary Position ID. This covers those who may have switch positions after the deductions started
- If processing a full payout for an Employee, it is important to enter the payout transaction in Workday for the Save for Summer balance to prevent over payment
- Biweekly pay inputs must be done manually by each systems payroll office

On Demand Reasons – Sri Kamarthi

- Do not create or edit payroll action reasons
- If any new reasons are needed, please contact support@tamus.edu

Withholding Orders – Sri Kamarthi

- During last monthly payroll, we encountered an issue where a withholding order recipient was created instead of reaching out to TAMU Shared Services Payroll office to get them created.
- When someone creates the withholding recipient there is no external id and that causes delays and manual work is needed when we load payroll results to FAMIS.
- To avoid such mistakes in the future, we are planning to remove the access of creating withholding orders and recipients from members and centralizing this.
- Once we put this plan in place, to create or edit any withholding orders and to create new withholding order recipients, members would need to send a ticket to support@tamus.edu and our Operations team will be handling these requests.

Q: Does that mean that we will not be able to add a withholding order to our employees? Even if the vendor is already set up in Workday?

A: Yes, this is correct. The access to create a recipient is removed the access to add a withholding order will also be removed.

Q: So any new withholding order should be emailed to Workday?

A: Correct, send to support@tamus.edu

Q: How quickly will the changes occur once submitted to support?

A: If a new vendor is required to be set up it will take longer, if the vendor is already in the system it would just be a few hours.

Q: Can we edit or terminate an order? Or does that need to be sent to support as well?

A: The request would need to be sent to support.

Q: Given that the withholding orders often have SSNs, will they need to be sent via Filex?

A: We still need to work out this process.

Validation to limit usage of Teaching in Excess – Prorated – Sri Kamarthi

- TAMU / HSC / TAMUG requests a validation to limit the use of the new earning code, Teaching in Excess – Prorated, which could be used incorrectly
- Discuss which other members want to use this earning code
- This will also be reviewed by Compensation Working Group

Pay Group Unassigned Validation – Sri Kamarthi

- Warning validation during time entry that gives a warning when there is no pay group assigned.
- Seen some cases where the warning is not working as expected when the employee has a change of positions and the system thinks that there is no pay group on the position and displays the warning in error.
- Validation will be removed and Payroll Partners can still use the Missing Pay Group report to identify any employees without pay group

New Allowance Graduate Assistant Research – Sri Kamarthi

- TAMU submitted an enhancement request to create a new Graduate Assistant Research (GAR) allowance. This new earning will not be prorated and will not be FTE applied
- To be discussed with earning code committee

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Reminders:

Assigned payroll contacts or designee MUST be available between 8 - 11AM – Anna McCoy

EIB Due Dates – Scott Ritter

Pay Date	Due Date for Completed EIB Template
July 28, 2023	Thursday July 20, 2023
August 1, 2023	Monday July 17, 2023
August 11, 2023	Thursday August 3, 2023
August 25, 2023	Thursday August 17, 2023
September 1, 2023	Wednesday August 16, 2023

The minimum is close to 50 as possible

An authorized individual is the one submitting the Request for Mass Load (EIB) form on the Workday Help Website

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

Accounts should be created in advance and available in the Sandbox before submitting an EIB, the Sandbox updates every Friday evening

Q: Model My Pay: We have a 9 month faculty that was trying to see what his pay would look like if they had no S4S or benefit deductions next June. When he entered \$0 under his benefits, i.e. Dental \$30, the modeled pay would not show \$0 instead it would show a 12/9 rate of \$40. Not sure if anyone has experienced this issue, but it might be isolated to faculty Modeled Pay only.

A: We will try and replicate this