Payroll Working Group
Meeting Minutes

Date: October 19, 2023

Time: 3 – 4 p.m.

Microsoft Teams Meeting

Welcome & Roll Call

Worker's compensation for monopolistic states (Ohio, North Dakota, Washington, and Wyoming)

- System Risk Management is working to acquire worker's compensation coverage on behalf of your employees working in these four states.

- A report has been sent to HROs with the list of employees for each member working in monopolistic states

- HROs will review and correct any entries in Workday as needed

- Once there is a final list of employees, System Risk Management will review the Worker's compensation requirements for each of the monopolistic states and determine next steps

- If you have questions, please contact Charles Longoria at clongoria@tamus.edu or John Garza jgarza@tamus.edu

Q: If we are receiving bills from one of these states for Worker's Comp from 2022 thru now, should we proceed with payment of those WCI bills or do we wait for the resolution your office comes out with?

A: Please send the bills to Charles for review.

States will contact system members directly even though the policy is acquired by Risk Management. The system member is responsible for correspondence with the States.

Withholding Orders – Sri Kamarthi

- Access to create/modify Withholding Orders has been removed from the Payroll Partner role on 10/05/23. The role will retain access to view withholding orders.

Year End – Sri Kamarthi

- Assigned Contacts have been emailed information to review your companies W2 configuration details.
    - W2 Checklist tab includes your company information
    - State Filing tab includes list of states with withholdings for the 2023 tax year
- Review the information and respond before Thanksgiving break
- Preparing for Year End – Webinar on 11/1/2023
    - This webinar will provide a comprehensive overview of the essential components for a successful Year-End process. Topics covered will include strategic planning, meticulous preparation, thorough data analysis, and the importance of adhering to predefined timelines for adjustments and corrections. Additionally, we will delve into the utilization of Workday tools and present a timeline of critical event deadlines pertaining to data entries that facilitate the accurate generation and distribution of W2 forms.

Journey Conference – Sri Kamarthi

- We are bringing Journey 2023 to you virtually November 15 and 16 as two half-day events. This is an opportunity to enhance your understanding of IT shared services such as FAMIS, Workday, BusinessObjects, Concur, Aggiebuy, Electronic Information Resources and more. Learn from the experts and share best practices with your colleagues.
    - https://www.accelevents.com/e/journey-2023

- Workday Payroll - Day to Day activities
    - An overview of things you need to look out for when completing day to day payroll activities covering payroll inputs, on-demand payments, retro calculations and reports that can be used to find anomalies to minimize errors when processing payroll

Payroll New Features – Sri Kamarthi

- Employees are now able to enter and edit payment election details from their mobile devices.

EIB Due Dates – Scott Ritter

Pay Date	Due Date for Completed EIB Template
November 3, 2023	Thursday October 26, 2023
November 17, 2023	Thursday November 9, 2023
December 1, 2023 MO	Friday November 17, 2023
December 1, 2023 BW	Monday November 20, 2023
December 15, 2023	Thursday December 7, 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.