

Payroll Working Group Meeting Minutes

Date: November 30, 2023

Time: 3 – 4 p.m.

Microsoft Teams Meeting

Welcome & Roll Call

Webinar Recordings – Sri Kamarthi

- Preparing for Year-End webinar available on Workday help site
 - <https://it.tamus.edu/workdayservices/training/webinar/15353/>

Year End – Anna McCoy

- Completed Tasks for End of Year
 - Company and State Information in Workday for W-2's
- In Progress Calendar Year End Processing
 - State verifications for W2's
 - Coordinating with Printers
- Upcoming Reminders
 - SSN Quarterly Verification - Quarterly verification for SSN's will be available in File Depot for the November 30th file run the first week of December
 - SECC Deductions - New 2024 deductions will be loaded in December
 - Calendar Year End Processing
 - Sandbox Testing of W-2 Data and Forms mid-December
 - Important Payroll Dates/Deadlines
 - 12/19 – Last Biweekly Payroll Settlement for 2023
 - 12/20 – Last Monthly Payroll Settlement for 2023
 - 1/3 - Supplemental Payroll Settlement (Email with details to come)
 - 1/09 – Cutoff Date for 2023 W2 Adjustments/Corrections (Settlement is 1/10 @ 9AM)
 - 1/10 – Date All Adjustments/Corrections will require a W2C
 - Calendar Year End Resources
 - End of Year Checklist
 - End of Year Webinar
 - *Percent Based Calendar Year Deductions*
 - *Company W-2 Audit*
 - *W-2 Preview*
 - *Audit – Negative Wages or Tax (by Worker)*
 - *View W-2 Errors*
 - *Employees by State*
 - *Employee W-2 Print Election*

Comments from Loren:

As Anna said, there are no changes to SECC 'Local Campaign Managers', meaning no changes to the payees and addresses of checks that you cut for pushing money for charitable contributions, from payroll deductions.

After I 'push' the deducts from the SECC application to workday, all changes to deducts must be done in Workday naturally.

To avoid confusion... the SECC Admin application switches to read-only mode after we push deducts to workday.

Q: SECC - when can we manually enter 2024 entries as the SECC admin in SSO?

A: You can do so within SECC Admin application for just one or two more days.

Q: All I'm seeing is 2023

A: 2023 refers to the *campaign* year, which equals the 2024 deduct year

Multiple Cost Center Approvers – Sri Kamarthi

- All Cost Center Approvers will be brought over to Workday from FAMIS to improve the approval process by having the approval route to multiple cost center approvers instead of a single approver.
- Currently the integration is bringing only one approver per account (lowest UIN) even if multiple approvers are assigned in FAMIS.
- Testing is in progress. Estimated to be completed over the next couple of weeks.
- FAMIS users are encouraged to review the cost center approvers listed for their accounts and remove/add approvers as needed
 - EBR signer desk
If there are no active employees on this desk, then FAMIS uses:
 - E*** signer desk
If there are no active employees on this desk, then FAMIS uses:
 - Default signer desk
If there are no active employees on this desk, then FAMIS uses:
 - The responsible person on the cost center
If this is not an active employee, then FAMIS uses:
 - The department head of the cost center
If this is not an active employee, then an error is written out to an FBDU166 report

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Q: Is there a way we can get a report of all offices and their approvers and subs so we can nip questions beforehand?

We can run specific SQL queries as requested. The best way would be to submit a ticket (famishelp@tamus.edu or support@tamus.edu) and request the non-substitute signers for those desks.

EIB Due Dates – Scott Ritter

Pay Date	Due Date for Completed EIB Template
December 15, 2023	Thursday December 7, 2023
December 29, 2023	Wednesday December 13, 2023
January 2, 2024	Monday December 11, 2023
January 12, 2024	Thursday January 4, 2024
January 26, 2024	Thursday January 18, 2024

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.

Working Group Meeting for December – Sri Kamarthi

- If the group does not have an agenda items, we will plan to cancel the December meeting