

Payroll Working Group Meeting Minutes

Date: January 18, 2024

Time: 2 – 3 p.m.

Microsoft Teams Meeting

Welcome & Roll Call

Reminders – Sri Kamarthi

- The 2024 IRS tax bracket tables have been updated in Workday.
- W2's have been published for Employees, some Employees receiving paper copies will have theirs published on 1/30
- Vendor will mail out paper copies of W2's at the end of next week (estimated date 1/24)

If you receive errors on the state files, these would need to be manually completed. We are working to have this corrected for next year.

Check Printing – Sri Kamarthi

- FAMIS Support is working with Troy, the check printing vendor, to auto import check files in to AssurePay. The project team is meeting later this month to discuss the implementation plan and will communicate it accordingly.

New Earning Codes – Sri Kamarthi

- TAMU requested the below new earning codes
 - Student Organization Payment
 - Student Organization Payment – Grossed Up
- Used to pay for services provided to a club/organization.

Multiple Cost Center Approvers – Sri Kamarthi

- The integration to bring multiple cost center approvers from FAMIS to Workday is still being worked on. There is no estimated completion date at this point. An update will be provided to this group as needed.

EIB Due Dates – Scott Ritter

Pay Date	Due Date for Completed EIB Template
January 26, 2024	Thursday January 18, 2024
February 1, 2024	Wednesday January 17, 2024
February 9, 2024	Thursday February 1, 2024
February 23, 2024	Thursday February 15, 2024
March 1, 2024	Wednesday February 14, 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.

Please make sure costing accounts are setup in production in advance so we can complete our testing in Sandbox

Q: Did employees receive an email about their W2 being available in WD?

A: The email would be done at the member level. There is a Workday Today card on the home page that announces a new tax document available.

Payment Elections – Wally Wellborn

Please reach out to Wally if you are experiencing any fraudulent payment election changes.