

# Payroll Working Group Meeting Minutes

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Date: March 21, 2024

Time: 3 – 4 p.m.

Microsoft Teams Meeting

Welcome & Roll Call

## **Multiple Cost Center Approvers Update – Sri Kamarthi**

- First integration with multiple cost center approvers will be run on the evening of 3/28
- Assign Costing Allocation job aid will be updated
- We will have a webinar/QA session on April 4th at 10:30am
- Report available with list of accounts with more than one approver. This will be sent to the Payroll working group members

## **SSN verification is done and available in File Depot – Sri Kamarthi**

## **Service Desk will be handling withholding orders – Sri Kamarthi**

## **W-2, W2-C, 1042-S and 1095-C documents for tax years 2017 – Sri Kamarthi**

- Documents will be removed from HRConnect, the A&M System's legacy human resources portal. This is to remain in compliance with the State of Texas and A&M System document retention rules.

## EIB Due Dates – Scott Ritter

Pay Date	Due Date for Completed EIB Template
April 5, 2024	Wednesday March 27, 2024
April 19, 2024	Thursday April 11, 2024
May 1, 2024	Wednesday April 17, 2024
May 3, 2024	Thursday April 25, 2024
May 17, 2024	Thursday May 9, 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.

## Discussion about half-month work periods

- If system members are interested in using the number of working days in the full month vs half-month for work periods that start on 16<sup>th</sup> or end on 15<sup>th</sup>
- This is causing over-payments and under-payments specifically in GAR/GAT in some scenarios for some members. We will wait for additional feedback and have more discussions in the next working group meetings