Payroll Working Group
Meeting Minutes

THE TEXAS A&M UNIVERSITY SYSTEM
OFFICE OF INFORMATION TECHNOLOGY

Date: April 18, 2024

Time: 3 – 4 p.m.

Microsoft Teams Meeting

Welcome & Roll Call

Multiple Cost Center Approvers Update – Sri Kamarthi

- Cost Center Approvers are still unable to use Delegations for approving costing allocations
    - Workaround would be to add the delegate as cost center approver

- Error report with list of UINs(retired, terminated) who are still cost center approvers

New work periods with calendar days calculations 8/16-5/15 and 5/16-8/15 – Sri Kamarthi

- Engineering requested two new work periods to be used for Graduate Assistants that use full month calculations
    - 8/16-5/15 (for primary positions and additional jobs)
    - 5/16-8/15 (only for additional jobs)
- Examples:
    - Current Calculation with half month
        - Hire Date: 5/22/2024
        - Number of working days from 5/22 to 5/31: 8
        - Number of working days from 5/16 to 5/31: 12
        - Half monthly salary: $1000
        - Prorated salary: 1000*8/12 = $ 666.67
    - Calculation with full month with new proposed work periods
        - Hire Date: 5/22/2024
        - Number of working days from 5/22 to 5/31: 8
        - Number of working days from 5/1 to 5/31: 23
        - Full monthly salary: $2000
        - Prorated salary: 2000*8/23 = $ 695.65

- Both work periods will be available. Members can use the type of calculation when they select the work period during Hire and Add Additional Job
- This will be discussed with other working groups

Q: Is there anyway to have 1 way to calculate it instead of 2?
A: We need two since some members do not want to change the existing calculation.

Q: Do we have to opt in to use this work period?
A: It would be available to select for all members, you would not have to use it if you don't want to.

Payroll Partner Access – Sri Kamarthi

- Pay Rate Type "Salaried" was changed to "Hourly" by one of the Payroll Partners
- Edit Pay Rate Type task is only for administrators. This task should not be used by Payroll Partners
- This access cannot be removed, because it is in the same domain for creating batch ids
- Centralize access to create batch ids to a new payroll security group that will be assigned to limited individuals

Notification for employment end date – Sri Kamarthi

- Temp/Casual employee type has employment end date. Hourly employees can enter time and get paid after employment end date and outside of their Annual Work Period
- HR Partners can use Employees with Employment End Date report to identify employees who have the employment end date coming up
- Do we need notification to Payroll Partners when the end date is nearing?

TAMIU, WTAMU, TAMUK: It would be helpful to receive a notification.
AG, ENG, TAMFS, TAMU/HSC: Not interested in receiving the notification
PV: Never had this issue

EIB Due Dates – Scott Ritter

Pay Date	Due Date for Completed EIB Template
May 1, 2024	Wednesday April 17, 2024
May 3, 2024	Thursday April 25, 2024
May 17, 2024	Thursday May 9, 2024
May 31, 2024	Tuesday May 21, 2024
June 3, 2024	Wednesday May 15, 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.