

Payroll Working Group Meeting Minutes

Date: July 18, 2024

Time: 3 – 4 p.m.

Microsoft Teams Meeting

Welcome & Roll Call

ITSS Operations Updates – Sri Kamarthi

- The Save for Summer payroll transactions have been successfully loaded into Workday for the July Monthly Employees
 - Biweekly payroll inputs are not automated
 - Members need to review any employees who contributed to Save for Summer when they are monthly and now moved to biweekly

Validation for inactive accounts in costing allocation – Sri Kamarthi

- A new validation has been added to prevent users from selecting an inactive account when submitting costing allocations
- Users can still end date the current inactive account and start a new interval with an active account

Costing Allocation Step during Hire business process – Sri Kamarthi

- Received request from TAMU to move the costing allocation step in Hire business process
- Current step is before the Assign Pay Group step
- We can move the step to before Hire completion
 - New step will be after assigning new hire compensation
- Options for members:
 - Leave the current step as is (Opt-in)
 - Move the step higher before completion (Opt-in)

Ag, TFS, TAMIU, TEES, PV, WTAMU, TAMUCT, TAMUK, TAMUSA, TAMU would like to leave step as is

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Payroll Training Videos – Sri Kamarthi

- Payroll Learning Hub on Workday help site has videos about payroll topics

EIB Due Dates – Scott Ritter

Pay Date	Due Date for Completed EIB Template
August 9, 2024	Thursday August 1, 2024
August 23, 2024	Thursday August 15, 2024
September 3, 2024	Monday August 19, 2024
September 6, 2024	Wednesday August 28, 2024
September 20, 2024	Thursday September 12, 2024
October 1, 2024	Monday September 16, 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.