Payroll Working Group
Meeting Minutes

THE TEXAS A&M UNIVERSITY SYSTEM
OFFICE OF INFORMATION TECHNOLOGY

Date: August 15, 2024

Time: 3 – 4 p.m.

Microsoft Teams Meeting

Welcome & Roll Call

ITSS Operations Updates – Anna McCoy

Announcements:

- The **Save for Summer** Monthly transactions for **August** have been successfully loaded to Production.
- The **FY25 Payroll Schedule** has been updated and is now available in Workday Help.

Reminders:

- The next **Quarterly SSN Verification** will be conducted at the end of August and completed in the first week of September.
- The **Annual TINS Purge Processing** is scheduled to be completed in the first week of September.
- The 401(a)(17) salary cap limit for TRS and ORP, will be set at $345,000 starting 9/1/2024.

Payment Election – Walter Wellborn

- Compromised accounts with payment election changes with a socially engineered attack
  - Contacted help desks with enough information to reset accounts and gain access to make the banking changes
  - Please share with us if you are receiving these types of calls

Shannon Ham - Numerous calls claiming to be employees trying to gain access to accounts

Payroll Report Updates – Sri Kamarthi

- *Pay Calculation Results - Earning Register* report has been modified to enhance functionality for end users:
  - Include a checkbox for Supervisory Organization, and the prompts for Organization have been updated to run for Company or Supervisory Organization
- *Pay Result for Tax Reconciliation report*
  - Add the pay result type field to see if the result is an off cycle or on cycle. Off cycle shows on demand, replacement, etc.

EIB Due Dates – Scott Ritter

Pay Date	Due Date for Completed EIB Template
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
October 4, 2024	Thursday September 26, 2024
October 18, 2024	Thursday October 10, 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.