Payroll Working Group
Meeting Agenda

THE TEXAS A&M UNIVERSITY SYSTEM
OFFICE OF INFORMATION TECHNOLOGY

Date: September 12, 2024

Time: 3 – 4 p.m.

Microsoft Teams Meeting

Welcome & Roll Call

ITSS Operations Updates – Sri Kamarthi

- Verifications for the Social Security Number (SSN) quarterly reviews are now available in File Depot for the August 31st file run

- The Texas Comptroller has completed the annual TINS purge. We have processed a full TINS file (covering all employees) to confirm that all TINS remain active. Weekly TINS Error Reports will continue to be sent to each member as applicable

- Please be on the lookout for a W-2 kickoff email, along with additional W-2 information

Payment election Security Update (Visual verification at the help desks) – Walter Wellborn

- New System regulation requiring visual verification at the help desk for each member, via teams, zoom, etc.
- Working with cyber security to monitor and improve the process

Q: what is the reg number?
A: The policy is part of the System Security Control Standards Catalog.
https://cyber.tamus.edu/catalog/ia/ia-12/#ia-12.03

New Earning Codes – Sri Kamarthi

- Below earning codes have been created to support LEO Incentive Grant Allowances. First payments for these allowances will be in October.

Earning Code Name	Earning Code
Associate's Degree Incentive Grant - Peace Officer	ADIG
Bachelor's Degree Incentive Grant - Peace Officer	BDIG
Master's Degree Incentive Grant - Peace Officer	MDIG
Intermediate Certification Incentive Grant - Peace Officer	ICIG
Advanced Certification Incentive Grant - Peace Officer	ACIG
Masters Certification Incentive Grant - Peace Officer	MCIG

- **Education:** Formal degrees earned at an accredited institution of higher education.

    - Associate's degree: $1,200/yr.
    - Bachelor's degree: $2,400/yr.
    - Master's degree: $3,600/yr.

- **Certification:** Certifications awarded by the Texas Commission on Law Enforcement.

    - Intermediate: $1,200/yr.
    - Advanced: $2,400/yr.
    - Masters: $3,600/yr.

- *One-Time Merit Payment Plan – Gross up* has been created to facilitate gross up merit payments

New Arrears Tab – Sri Kamarthi

- Workers can view their current arrears balance totals and details through both employee worker profile
    - Better insights into their net pay and autonomy over accessing the information

Timesheets lockout – Sri Kamarthi

- Adding more time before timesheets are locked

    - Currently we can go back 3 pay periods to adjust timesheets. Should we extend this to 6 pay periods?

Everyone agrees this would be a helpful change
Next this will go to the time and absence working group for discussion

EIB Due Dates – Scott Ritter

Pay Date	Due Date for Completed EIB Template
October 4, 2024	Thursday September 26, 2024
October 18, 2024	Thursday October 10, 2024
November 1, 2024 (MO)	Wednesday October 16, 2024
November 1, 2024 (BW)	Thursday October 24, 2024
November 15, 2024	Thursday November 7, 2024
November 29, 2024	Wednesday November 20, 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.