

Payroll Working Group Meeting Minutes

Date: October 17, 2024

Time: 3 – 4 p.m.

Microsoft Teams Meeting

Welcome & Roll Call

New Earning Codes – Sri Kamarthi

- TAMUSA has requested a new earning code to pay **Double Shift Differential** when worked during the federal holiday.
- Employees will be selecting the **Double Shift Differential** during time entry and submitting it for approval and then Payroll will pay double differential for those hours.

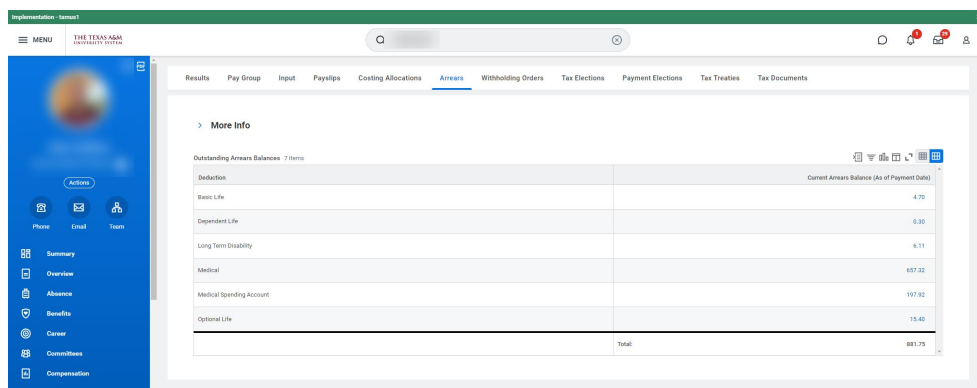
Earning Code Name	Earning Code
Double Shift Differential	DSD

Legislative Updates – Sri Kamarthi

- SSA has announced the 2025 Social Security taxable wage base. Next year's number will increase to \$176,100 – that's \$7,500 more than the current amount of \$168,600.

New Arrears Tab – Vote – 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



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Do you support adding the new arrears tab in the pay menu of worker profile?

- All voted Yes

Rename Report – Sri Kamarthi

- Employees in Multiple Positions with FLSA Overtime needs to be renamed to **Employees in Additional Jobs with FLSA Overtime** to align with “additional job” terminology in Workday
 - Employees with Additional Jobs
 - Workers with Time Submitted but Not Approved Additional Jobs
 - Add Additional Job of Employees with Non-Immigrant Status

Increasing the timesheet freeze limit – Update – Sri Kamarthi

- The request to increase the timesheet freeze from 3 pay periods to 6 pay periods has been reviewed with Time & Absence working group

Upcoming Webinars/Sessions – Sri Kamarthi

- Costing Allocations – Workday Services Webinar – Oct 30th
- Reviewing Transactions in Payroll & Costing Allocations – Journey Conference – November 14th
- Preparing for Year End – November 19th

EIB Due Dates – Scott Ritter

Pay Date	Due Date for Completed EIB Template
November 1, 2024 (BW)	Thursday October 24, 2024
November 15, 2024	Thursday November 7, 2024
November 29, 2024	Wednesday November 20, 2024
December 2, 2024	Wednesday November 13, 2024
December 13, 2024	Thursday December 5, 2024
December 27, 2024	Thursday December 12, 2024

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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.