Date: January 16, 2025

Time: 3 – 4 p.m.

Microsoft Teams Meeting

Welcome & Roll Call

**ITSS Operations Updates – Anna McCoy**

New Items:

* W2s – Published for all Employees on January 15th (except for those members who opted in for 1/30 publish dates for Employees with paper copies)
* SECC Deductions for 2025 have been loaded into Workday Production

Announcements/Reminders:

* Staffing Update - Tina has transferred to the Service Desk and any Payroll communications should be sent to Anna McCoy ([amccoy@tamus.edu](mailto:amccoy@tamus.edu)) or the Service Desk ([support@tamus.edu](mailto:support@tamus.edu))
* Payroll Reminders:
  + Both Biweekly and Monthly Payroll will be Initiated
  + Wednesday’s Biweekly – Please **DO NOT process Monthly payroll** during the 2-3 hour period we process the Settlement
  + Wednesday’s Biweekly – Please **do not create Monthly January Off Cycle** payments, they will be cancelled
  + **Monthly Payroll is scheduled on a MONDAY**

**New W-2 Communication – Sri Kamarthi**

* Workday Services and Operations team within ITSS do not send any communications to employees when the new W-2 is available
* Member HR and Payroll Offices are responsible for sending and coordinating any communication regarding new W-2s
* Employees will see a new card under “Timely Suggestions” on their Workday Home Page that informs that the W-2 is available

**Timesheet lockout period update – Sri Kamarthi**

* The Period Schedule has been updated to allow going back 6 pay periods for adjusting time sheets giving additional time to do any correction time entries as needed.
* This is in effect for period 12/22/2024 – 1/4/2025 and periods after that

**Payroll Partner Access – Scott Ritter**

* Payroll Partners currently have access to create/edit/delete Payroll Action Reason that are used in on demand, manual and reversals
* This will be updated to remove access as we had incidents in the past where the action reasons were changed by mistake
* Any changes to the action reasons will be done by the Workday Services team after discussions with the working group

**Access to Pay Rate Type:**

* Payroll Partners currently have access to create/edit/delete Pay Rate Type
* This access is combined with the access to create Batch IDs
* There were incidents where pay rate type was changed by mistake which led to downstream impacts to our reporting system. This has occurred around 5 times since we started using Workday
* Payroll Partner access is widely used and some of the role assignees are student workers
* To minimize issues, the access to create Batch IDs will be limited to specific payroll partners (1 or 2) at each member

**We will be taking a vote in the next working group meeting regarding the changes to Payroll Partner access**

**EIB Due Dates – Scott Ritter**

|  |  |
| --- | --- |
| **Pay Date** | **Due Date for Completed EIB Template** |
| January 24, 2025 | Wednesday January 15, 2025 |
| February 3, 2025 | Thursday January 16, 2025 |
| February 7, 2025 | Thursday January 30, 2025 |
| February 21, 2025 | Thursday February 13, 2025 |
| March 3, 2025 | Friday February 14, 2025 |
| March 7, 2025 | Thursday February 27, 2025 |

* 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