December 20, 2021  |  Share the following information within your departments as appropriate.

**HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS**

*Early Release Thursday, December 23, at Noon*

**PAYROLL SERVICES**

*Payroll Deadlines & Estimated Hours*
*Biweekly & Monthly Off-Cycle Emergency Payment Requests*
*Delegates*

**EMPLOYEE WELLNESS**

*Flourish Events*

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**PAYROLL REMINDERS**

**December 20:**
- Monthly Pay Calculation Results Report refreshed at 10:00am
- #22-09 Pay Calculation Results Report refreshed at 10:00am
- #22-09 Timesheets Locked; only Timekeepers can update
- Run Timekeeper Reports
- Current Monthly BP Approvals due at 5:00pm

**December 21:**
- Monthly Pay Calculation Results Report refreshed at 10:00am
- #22-09 BW Final Pay Calculation Results Report available at 2:00pm

**December 22:**
- Monthly Final Pay Calculation Results Report available at 2:00pm

**December 31:**
- #22-09 Biweekly Pay Day

**January 3:**
- Monthly Pay Day

**January 6:**
- #22-10 Retro Timesheets and Workday Retro BP Approvals due at 5:00pm

*Payroll Processing Calendar Key*
*Processing Schedules*
*Workday Tools*

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**HUMAN RESOURCES AND ORGANIZATIONAL EFFECTIVENESS**

*Early Release Thursday, December 23, at Noon*

Winter break is coming! The break will run from December 23 - 31, 2021 with an early release of all non-essential personnel on Thursday, December 23, at noon. Remote campuses may have alternate holiday schedules and should consult with their respective HR contacts/administrators for additional information.

If you are unsure of your status, consult with your supervisor. Leave time previously authorized will be reinstated. Employees required to work during this early release time will be given state compensatory time off to take within the next 12 months, and/or may have their current work schedule adjusted appropriately by their department.

Thank you for your commitment to excellence and service on behalf of the Aggie family. Warmest wishes for a peaceful holiday season and a joyful New Year!
PAYROLL SERVICES
Payroll Deadlines & Estimated Hours
Missed hours and other timesheet corrections can be added to a timesheet up to three prior pay periods and resubmitted to the manager for approval and payment at a later date. **Note:** Timesheets and business processes approved after final deadlines will pay on the employees next regularly scheduled payday, starting with the January 14 biweekly payday.

- **Biweekly Pay Period #22-09 Current Timesheets – Accelerated Schedule & Estimated Hours**
  With the upcoming Winter Break approaching, biweekly pay period #22-09 required early submission of timesheets to meet deadlines. Current timesheets for biweekly pay period #22-09 were due December 17 at 11:00am; On December 20, Timekeepers can still make corrections and submit on behalf of managers, but the pay period doesn’t end until December 25 which means estimated time, payday will be December 31.

Biweekly & Monthly Off-Cycle Emergency Payment Requests
Biweekly requests can be submitted but they will not be processed until after the Winter Break. The Monthly Final Pay Calculation Results Report will be available at 2:00pm on Wednesday, December 22. The payday for this period is Monday, January 3rd. After the final results are available, please review the report to check for any missed salary pay. Requests for Off-Cycle Emergency Payment can be submitted after the 22nd but we will not be able to begin processing them until after we return from Winter Break on January 3.

Delegates
Please ensure Managers, Absence Partners and Timekeepers have delegates set-up to approve hours, run reports and move forward business processes.

EMPLOYEE WELLNESS
**Please share this article with employees in your department.**

Flourish Events
There’s only 3 days left until winter break…

Coming soon in January 2022: an upgraded employee wellness and engagement program. Get ready for... Living Well at Texas A&M!

Our [winter interim fitness schedule](#) has begun and will continue through Sunday, January 16.

- **Please be aware of Rec Sports and Piranha Fitness Studio’s participation procedures and register directly with them.**

Download our [app](#) by searching "FlourishTAMU" or access our [web app](#).

Visit our [calendar](#) and social media on [Facebook](#), [Twitter](#), and [Instagram](#).

P.S. Yes, our name is changing, but we’ll continue using the same app and social media profiles after a little refreshed look and feel.
The HR Liaison Network comprises approximately 300 employees who have been designated by their department head to perform HR functions within the department. As partners of the Human Resources organization, HR Liaisons play an important role — from creating a welcoming environment for new hires to maintaining workplace unity while supporting employees and management. Learn more at: employees.tamu.edu/liaisons