PAYROLL DEADLINES & EXTRA PAY

Human Resources & Organizational Effectiveness

October 31, 2018
Payroll Deadlines & Extra Pay

• Biweekly & Monthly Payroll Deadlines
  – Retroactive Transactions
  – Current Cycle
  – Report Verification

• Extra Pay
  – One-Time Payment Business Process
  – Compensation Change Business Process
  – Exceptions (Payroll Manual Entry)
Biweekly Payroll Deadlines

- Retro (pay period before current) timesheet approval
- Retro (pay period before current) Business Process approval
- Timesheet approval for current pay period
- Business Process approval for current pay period
Biweekly Payroll Deadlines

- Payroll Payment Request for current pay period
- Timesheets Locked Only Timekeeper can Update
- Run Timekeeper Reports
- Pay Calculation Results Report
Monthly Payroll Deadlines

• Retro (pay cycle(s) before current month) Business Process approval
• Pay Calculation Results Report
• Payroll Payment Request
• Current pay cycle Business Process approval
Extra Pay

• Extra pay not considered part of their base annual salary.
• One-Time Payment vs. Compensation
• 5 Exceptions on Payroll Payment Request
• Missed Salary or Hours are NOT One-Time payments
Extra Pay

• One-Time Payments
  – Extra Pay Outside of Job Duties
  – Teaching in excess of 100%
  – Excess of 100% Non-Teaching

• Compensation Changes
  – Cell Phone Service Allowance
  – Uniform Allowance
  – Department Head Stipend
Extra Pay

- 5 exceptions on Payroll Payment Request
  - Accrued Wages and Sick Time Off Payout for Death Benefits
  - Vacation/Holiday Time Off Payout
  - Emoluments for terminated/retired, gross-ups or workers for different Supervisory Organization
  - FLSA Comp Time Payment
  - Relocation Allowance Gross-Up
1. Retro Deadlines are earlier than Current Cycle Deadlines
2. Extra pay in Workday is a One-time Payment or Compensation Change business process
3. Run and Review Reports
4. Review Calendars and Communicate Deadlines with Employees and Managers
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