Costing Allocation Resource for Graduate Assistants with a Start Date of 1/16/2020

The information below is in regards to effective dates for Costing Allocations (at the earning level of Worker Position) for Graduate Assistants (GA) that have a Business Process (BP) start date of 01/16/20 and an Annual Work Period (AWP) of 01/16/20 – 05/31/20. When assigning costing allocations in a business process or as a stand-alone process, use the following start and end dates below to accurately charge the correct accounts. Costing allocations should have a start and end date that reflects the pay period that the POSITION is paid in.

For information on monthly and biweekly pay periods, please refer to the Payroll Processing Calendars and Pay Schedules Webpage at https://payroll.tamu.edu/payroll-processing/calendar/.

If you have any questions, please contact Human Resources Classification and Compensation by email at hrcomp@tamu.edu for Texas A&M, or hschr@tamu.edu for Texas A&M Health Science Center.

New Hire:
If you have a new employee who is starting 01/16/20:

- Effective date for BP (also the start date of the employee): 01/16/20
- Effective start date for Costing Allocations:
  - Beginning of pay period:
    - Monthly (Salary): 01/01/20
    - Biweekly (Hourly): (#20-11) 01/12/20
- Effective end date for Costing Allocations:
  - End of pay period:
    - Monthly (Salary): 05/31/20
    - Biweekly (Hourly): (#20-21) 06/13/20

Change Job - Transfer:
Position that the employee is being transferred into is currently vacant:

- Effective start date for Costing Allocations:
  - Beginning of pay period:
    - Monthly (Salary): 01/01/20
    - Biweekly (Hourly): (#20-11) 01/12/20
- Effective end date for Costing Allocations:
  - End of pay period:
    - Monthly (Salary): 05/31/20
    - Biweekly (Hourly): (#20-21) 06/13/20
Position that the employee is being transferred into becomes vacant effective 01/16/20:

- Effective date for BP (also the start date of the employee): 01/16/20
- Effective start date for Costing Allocations: 01/16/20
  - Monthly (Salary): 01/16/20
  - Biweekly (Hourly): 01/16/20
- Effective end date for Costing Allocations:
  - End of pay period:
    - Monthly (Salary): 05/31/20
    - Biweekly (Hourly): (#20-21) 06/13/20

**Change Job - Data Changes:**
For employees who are extending their term (Annual Work Period Change/Hours or Work Period Change):

- Effective date for BP: 01/16/20
- Effective start date for Costing Allocations:
  - Beginning of pay period:
    - Monthly (Salary): 01/01/20
    - Biweekly (Hourly): (#20-11) 01/12/20
- Effective end date for Costing Allocations:
  - End of pay period:
    - Monthly (Salary): 05/31/20
    - Biweekly (Hourly): (#20-21) 06/13/20

**Assign Costing Allocations:**
For employees with only the costing allocations changing:

**Example:**
*Current costing allocation:*
Start Date: 09/01/19
End Date: No End Date
Account: 111111 – 00000

*New costing allocation:*
Start Date: 01/16/20
End Date: 05/31/20
Account: 222222 – 00000

**Guidance:**
Add an end date of 01/15/20 for account 111111 – 00000. Add the new account 222222 – 00000 effective 01/16/20 with an end date of 05/31/20.

*Do not leave a break between dates.*
**Additional Examples:**

**Start Date: 01/01/20 / End Date: 05/15/20**
- Annual work period is 01/01/20 – 05/15/20
  - Effective start date for Costing Allocations:
    - Beginning of pay period:
      - Monthly (Salary): 01/01/20
      - Biweekly (Hourly): (#20-10) 12/29/19
  - Effective end date for Costing Allocations:
    - End of pay period:
      - Monthly (Salary): 05/31/20
      - Biweekly (Hourly): (#20-19) 05/16/20

**Start Date: 01/01/20 / End Date: 05/31/20**
- Annual work period is 01/01/20 – 05/31/20
  - Effective start date for Costing Allocations:
    - Beginning of pay period:
      - Monthly (Salary): 01/01/20
      - Biweekly (Hourly): (#20-10) 12/29/19
  - Effective end date for Costing Allocations:
    - End of pay period:
      - Monthly (Salary): 05/31/20
      - Biweekly (Hourly): (#20-19) 06/13/20

**Start Date: 01/16/20 / End Date: 05/15/20**
- Annual work period is 01/16/20 – 05/15/20
  - Effective start date for Costing Allocations:
    - Beginning of pay period:
      - Monthly (Salary): 01/01/20
      - Biweekly (Hourly): (#20-11) 01/12/20
  - Effective end date for Costing Allocations:
    - End of pay period:
      - Monthly (Salary): 05/31/20
      - Biweekly (Hourly): (#20-19) 05/16/20

**Start Date: 01/16/20 / End Date: 05/31/20**
- Annual work period is 01/16/20 – 05/31/20
  - Effective start date for Costing Allocations:
    - Beginning of pay period:
      - Monthly (Salary): 01/01/20
      - Biweekly (Hourly): (#20-11) 01/12/20
  - Effective end date for Costing Allocations:
    - End of pay period:
      - Monthly (Salary): 05/31/20
      - Biweekly (Hourly): (#20-19) 06/13/20