



Biweekly Payroll Processing Calendar Key

Listed below is an example of each biweekly calendar item, what it means and what action should be taken. **Retro deadlines on the calendar are before current and are highlighted yellow.**

Payroll Deadlines (Retro vs. Current)

Understanding the difference between Retro and Current deadlines is imperative to an employee's paycheck. Communicating both deadlines to employees, managers, and business process approvers is critical. Missed deadlines are the most common reason expected pay results do not occur, which can create financial hardship for the employee and generate negative company perception.

Workday is used by all eleven universities and eight state agencies within the TAMU System. Retro & Current Deadlines are set by Workday Services to ensure timely processing of each payroll and adherence to Federal and State Payday Laws.

Biweekly Retro Deadlines— any business process, time off request or timesheet correction with an effective date prior to the beginning of the current biweekly pay period.

These events must be fully completed and approved by the listed retro deadline in order to be paid to the employee on their next on-cycle payday. The retro process within Workday is very robust, but it is a static event.

Biweekly Current Deadlines - any business process, time off request or timesheet correction with an effective date within the current biweekly pay period.

These events must be fully completed and approved by the listed current deadline to be paid to the employee on their next on-cycle biweekly payday.

Current is real-time; pay results are continuously updated as business processes become fully completed and timesheets are submitted and approved by manager or timekeeper.

Current pay results are “refreshed” by Payroll as noted on calendars. Updated results are available to view after each refresh.



Biweekly Payroll: The biweekly payroll cycle has eleven different deadlines or action items for each pay period listed on the monthly Payroll Processing Calendar. There are 26 biweekly pay periods for each fiscal year which can be found on the [Biweekly Pay Schedule](#) at the Payroll website.

Each biweekly pay period is numbered 1 through 26 in accordance with the Biweekly Pay Schedule; the fiscal year is part of the numbering system. Here is an **example** taken from the September 2023 Payroll Processing Schedule:

#24-02	24 = Fiscal Year 24 02 = Pay Period No. From = 9.03.2023 Thru = 9.16.2023
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#24-02 example pay period is used in the description of items in this key

Deadline or Action Item	Calendar Example	Meaning	Action
1. Retro Timesheets due at 5pm.	#24-02 Retro Timesheets & BP Approvals due at 5pm	Any hours worked prior to #24-02	Employee must submit retro hours <u>and</u> manager or timekeeper must approve by deadline for hours to get picked up and paid with the current biweekly. Use Review Time and/or Time Summary Review Reports for assistance. RETRO DEADLINES ARE EARLIER THAN CURRENT DEADLINES
2. Retro BP Approvals due at 5pm	#24-02 Retro Timesheets & BP Approvals due at 5pm	Business Processes affecting the employees check prior to #24-02; examples include and are not limited to: <ul style="list-style-type: none"> ➤ New Hires ➤ Compensation Changes ➤ One-Time Payments (Extra Pay) 	Managers, Business Process Approvers, Budget Contacts, and/or HR Professionals should ensure retro business processes initiated are fully completed by this deadline, so the action is part of the current pay result.



		<ul style="list-style-type: none"> ➤ One-Time Payments (Emoluments) ➤ Terminations ➤ Transfers or Promotions ➤ Costing Allocation Updates 	RETRO DEADLINES ARE EARLIER THAN CURRENT DEADLINES
3. Timesheets & Time Off Due @ 11am	#24-02 Timesheets, BP approvals, & PPRs, & Time Off Due @ 11am	Current timesheets and current time off requests for #24-02 period are due at 11:00am	<p>Employees should submit both hours worked & paid or unpaid time off to manager. Manager should approve by this deadline. Managers should be running their Review Time report to monitor.</p> <p>* Managers are still able to run the Review Time report and approve hours submitted up until 5:00pm today. After this time, Managers will need Timekeeper assistance to approve hours and make any other needed timesheet corrections.</p>
4. BP approvals Due @ 11am	#24-02 Timesheets, BP approvals, & PPRs, & Time Off Due @ 11am	<p>Business processes with an effective date within the current biweekly #24-02 period; examples include and are not limited to:</p> <ul style="list-style-type: none"> ➤ New Hires ➤ Compensation Changes ➤ One-Time Payments (Extra Pay) ➤ One-Time Payments (Emoluments) ➤ Terminations ➤ Transfers or Promotions ➤ Costing Allocation Updates 	<p>Completion of any business process is not assurance that expected pay results are populating as part of the employee's paycheck.</p> <p>Check Other Workday Reports to monitor business process status, monitor costing allocation updates, and monitor one-time payments in process for either paying an employee or taxing the employee (emolument).</p>
5. PPRs Due @ 11am	#24-02 Timesheets, BP approvals, & PPRs, & Time Off Due @ 11am	<p>Payroll Payment Request (PPR) & Other Payroll Forms</p> <ul style="list-style-type: none"> ➤ <i>Accrued Wages & Sick Time Off Payout for Death Benefits</i> 	HR Professionals should complete the appropriate form from Payroll's website and submit with required .pdf attachments to



		<ul style="list-style-type: none"> ➤ PPR for Lump Sum or Deferral Vacation/Holiday Time Off Payout ➤ PPR for FLSA Comp Time Payment or Miscellaneous Requests ➤ Emolument Exception Requests 	payroll@tamu.edu for manual processing.
6. Pay Calculation Results Report available @ Noon	#24-02 Pay Calculation Results Report available @ Noon	<p>The first report, Pay Calculation Results for a Period, is available for those with the HR Contact & Budget Contact roles to generate within Workday and review</p> <p>* NOTE #1 – these are the only 2 roles that can generate this report; they may need to share with other valid requesters.</p> <p>* NOTE #2 – This report DOES NOT show Emoluments (taxation on non-salary compensation). Run the “One Time Payments” report in Workday to see a list of both payments and emoluments processing</p>	<p>HR Professionals should review that all biweekly employees are receiving their expected retro and/or current hours and/or one-time or recurring payments and/or allowances. This is also an opportunity to make sure new biweekly hires since the last payday are receiving pay. Budget Contacts should review to ensure all costing allocation business processes are in process and/or finalized.</p> <p>Important: Start any corrective BP (business processes) now and/or contact next approver if a particular BP affecting the current biweekly result is not fully completed.</p>
7. Pay Calculation Reports Report Refreshed @ 10am	#24-02 Pay Calculation Results Report Refreshed @ 10am	<p>This report will pull in all current timesheets submitted and approved after 11:00am the previous business day. It will also pull in accrued time-off request approvals and/or business processes affecting the current period which have completed since 11:00am the previous business day. This is</p>	<p>HR Contact and Budget Contact roles should generate and monitor the report the same way as described in #6 above.</p>



		the final refresh of the biweekly that Payroll performs	
8. Timesheets Locked Only Timekeepers can update	#24-02 Timesheets Locked Only Timekeepers can update	Timesheets lock around 7:00am and employees can no longer enter and submit hours worked and managers can no longer approve unsubmitted hours. It is important to make sure employees and their managers/delegates are aware of deadlines to prevent missed pay to employees.	At this point, only those HR Professionals with a Timekeeper role can assist employees and/or managers with entering hours or submitting & approving on behalf of a manager. Please provide instruction to your departments on contact method and deadlines for submissions and/or requests for assistance.
9. Run Timekeeper Reports	Run Timekeeper Reports	Timekeeper role should be generating and reviewing pertinent reports including but not limited to: <ul style="list-style-type: none"> • Time Summary Review • All Worker Time Off • Time Tracking Details • Reported Time <p>Description of reports available in Workday Help > Reports.</p> <p>Timekeepers cannot approve from all the reports mentioned. They can approve unsubmitted hours directly from the Time Summary Review report or they can manually advance the timesheet or absence business process.</p>	Best practice is to run reports frequently until all hours & time off requests are submitted & approved Timekeepers should enter hours for employees and/or submit on behalf of a manager to avoid missed pay. Goal is for all biweekly employees to have approved hours showing in their column within reports. See Report Tools on Payroll's website for more details about several of these reports.
10. BW Final Pay Calculation Results	#24-02 BW Final Pay Calculation Results Report available @ 2pm	This report provides final results of all employees receiving pay for hours worked	HR Contacts and Budget Contacts should generate, review, and retain the final pay results for



<p>Report available @ 2pm</p>		<p>and/or one-time or recurring payments and/or allowances. This is what will be on the employee's paycheck.</p> <p>Emoluments must be reviewed using the One Time Payment report.</p> <p>IMPORTANT: Once this report generates, it means the #24-02 biweekly is closed. Pay results for the 9.22.2023 biweekly payday are finalized; nothing else can be added to paychecks.</p>	<p>future reference. Budget Contacts can review to see if any PCT's will be needed.</p> <p>If you notice an overpayment, missed payment or possible incorrect payment during review, immediately email payroll@tamu.edu with details.</p>
<p>11. BW Payday</p>	<p>#24-02 BW Payday</p>	<p>Pay day for the particular biweekly pay period.</p>	<p>HR Professional should respond to Payroll Distribution email if ACH / Direct Deposit rejection notice is sent.</p>

Any questions regarding payroll deadlines or calendar items should be directed to payroll@tamu.edu.