



## Monthly Payroll Processing Calendar Key

Listed below is an example of each monthly 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.

**Monthly Retro Deadlines**— any business process or time off request with an effective date prior to the beginning of the current monthly 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 monthly payday. The retro process within Workday is very robust, but it is a static event.

**Monthly Current Deadlines** - any business process or time off request with an effective date within the current monthly 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 monthly payday.

Current is real-time; pay results are continuously updated as business processes become fully completed and time off requests are submitted and approved by Manager or Absence Partner.

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



**Monthly Payroll:** The monthly payroll cycle has eight different deadlines or action items for each pay period listed on the monthly Payroll Processing Calendar. Monthly has a lesser number of deadlines compared to biweekly, as timesheets are not involved. There are 12 monthly pay periods for each fiscal year which can be found on the [Monthly Pay Schedule](#) at the Payroll website.

Deadline or Action Item	Calendar Example	Meaning	Action
1. <b>Monthly Retro BP Approvals due@5pm</b>	<b>Monthly Retro BP approvals due @ 5pm</b>	<p>Business Processes affecting the employees check prior to the current monthly pay cycle. The current monthly pay cycle is the month you are in.</p> <p>Examples include and are not limited to:</p> <ul style="list-style-type: none"> <li>➤ New Hires</li> <li>➤ Compensation Changes</li> <li>➤ One-Time Payments (Extra Pay)</li> <li>➤ One-Time Payments (Emoluments)</li> <li>➤ Terminations</li> <li>➤ Transfers or Promotions</li> <li>➤ Costing Allocation Updates</li> </ul>	<p>Managers, Business Process Approvers, Budget Contacts, and/or HR Professionals should ensure initiated retro business processes are fully completed by this deadline, to make sure the action is part of the current pay result.</p> <p>Check <a href="#">Other Workday Reports</a> to monitor retro business process status and monitor retro one-time payments in process for either paying an employee or taxing the employee (emolument).</p> <p>Absence Partners should approve all retro-dated absence requests and/or absence corrections by this deadline to make sure the action is part of the current pay result.</p> <p><b>RETRO DEADLINES ARE EARLIER THAN CURRENT DEADLINES</b></p>
2. <b>Monthly Pay Calculation</b>		The first report, Pay Calculation Results for a Period, is	HR Professionals should review that all monthly employees are



<p><b>Results Report available @ Noon</b></p>	<p><b>Monthly Pay Calculation Results Report available @ Noon</b></p>	<p>available for those with the HR Contact &amp; Budget Contact roles to generate within Workday and review</p> <p><i>* NOTE #1 – these are the only 2 roles that can generate this report; they may need to share with other valid requesters.</i></p> <p><i>* NOTE #2 – This report DOES NOT show <b>Emoluments</b> (taxation on non-salary compensation). Run the “<b>One Time Payments</b>” report in Workday to see a list of both payments and emoluments processing</i></p>	<p>receiving their expected retro and/or current salary and/or one-time or recurring payments and/or allowances. This is also an opportunity to make sure new monthly 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><b>Important:</b> Start any corrective BPs (business processes) now and/or contact next approver if a particular BP affecting the current month result is not fully completed.</p>
<p><b>3. Monthly Pay Calculation Results Report Refreshed @ 10am</b></p>	<p><b>Monthly Pay Calculation Results Report Refreshed @ 10am</b></p>	<p><b>This refresh process will be run by Payroll four times as noted on each calendar before monthly finalization of the process.</b> This report will pull in accrued time-off request approvals and/or business processes affecting the current period which have completed since the previous business day initial report or refresh</p>	<p>HR Contact and Budget Contact roles should generate and monitor the report the same way as described in #2 above.</p>
<p><b>4. Monthly PPRs Due @ 11am</b></p>	<p><b>Monthly PPRs Due @ 11am</b></p>	<p><b>Payroll Payment Request (PPR) &amp; Other Payroll Forms</b></p> <ul style="list-style-type: none"> <li>➤ <i>Accrued Salary &amp; Sick Time Off Payout for Death Benefits</i></li> <li>➤ <i>PPR for Lump Sum or Deferral Vacation/Holiday Time Off Payout</i></li> <li>➤ <i>Emolument Exception Requests</i></li> </ul>	<p>HR Professionals should complete the appropriate form from Payroll’s website and submit with required .pdf attachments to <a href="mailto:payroll@tamu.edu">payroll@tamu.edu</a> for manual processing.</p>



<b>5. Current Monthly BP Approvals Due @ 5pm</b>	<b>Current Monthly BP approvals due @ 5pm</b>	<p>Business processes with an effective date within the current monthly period; for example, if the current date is 9.07.2024 and the effective date of the bp is 9.12.2024, the current month is September 2024 .</p> <p>Examples include and are not limited to:</p> <ul style="list-style-type: none"><li>➤ New Hires</li><li>➤ Compensation Changes</li><li>➤ One-Time Payments (Extra Pay)</li><li>➤ One-Time Payments (Emoluments)</li><li>➤ Terminations</li><li>➤ Transfers or Promotions</li><li>➤ Costing Allocation Updates</li></ul>	<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 <a href="#">Other Workday Reports</a> to monitor business process status and monitor one-time payments in process for either paying an employee or taxing the employee (emolument).</p> <p>Absence Partners should approve all current absence requests and/or absence corrections by this deadline to make sure the action is part of the current pay result.</p>
<b>6. Final Monthly refresh @ Midnight</b>	<b>Final Monthly refresh @ Midnight</b>	<p>Workday Services does a final refresh for all system members at midnight before they start finalizing the current monthly pay results.</p>	<p>If a current business process is not fully approved and/or a current time off request or correction is not fully approved by this event, the action will not be part of the upcoming monthly pay day. If it's not done by this time, it's too late to call payroll afterwards and ask that it be manually added.</p>
<b>7. Monthly Final Pay Calculation Report</b>	<b>Monthly Final Pay Calculation Report available after noon</b>	<p>This report provides final results of all employees receiving salary and/or one-time or recurring payments and/or allowances. This is what will be on the employee's paycheck.</p>	<p>HR Contacts and Budget Contacts should generate, review, and retain the final pay results for future reference. Budget Contacts can review to see if any PCT's will be needed.</p>



available after noon		<p>Emoluments must be reviewed using the One Time Payment report.</p> <p><b>IMPORTANT:</b> Once this report generates, it means the current month is closed. The next month is now the current month. Any business processes initiated after this item will not be part of the upcoming monthly payday; action will be delayed a further month. Example – if today is 9.25.2024, this item is on 9.24.2024 on the September monthly calendar. BPs initiated today &amp; effective with a September or earlier date must be fully completed by the October monthly retro deadline and will get picked up in October to pay on 11.01.2024</p>	<p>If you notice an overpayment, missed payment or possible incorrect payment during review, immediately email <a href="mailto:payroll@tamu.edu">payroll@tamu.edu</a> with details.</p>
8. Monthly Payday	Monthly Payday	<p>Pay day for the particular monthly payroll.</p> <p>The paycheck an employee receives on the first business day of a month is for the work performed and/or extra pay and/or allowances paid and/or any emolument taxation processed and finalized the prior month. For example, the</p>	<p>HR Professionals should respond to Payroll Distribution email if ACH / Direct Deposit rejection notice is sent.</p>



		monthly payday of 10.01.2024 is for September 2024.	
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Any questions regarding payroll deadlines or calendar items should be directed to [payroll@tamu.edu](mailto:payroll@tamu.edu).