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For more information, visit:

Payroll Services
<http://payroll.tamu.edu>

Division of Finance
<http://finance.tamu.edu>

Instructions for Completing the Monthly Budget Verification Document

The Budget Verification Document (BVD) is the document used by departments to authorize salary payments for monthly-paid employees whose basic pay is established on a monthly rate.

In order to allow adequate time for processing, Payroll Services has established due dates for BVD's for each monthly pay cycle. These due dates are provided on the pay schedule at <http://payroll.tamu.edu>. BVD's are due by 12:00 p.m. on the appropriate day.

BVD's can be dropped into the Payroll Services drop box on the west side of the General Services Complex

Preparing the BVD

- Make changes in **RED** ink.
- You **MAY NOT** use white out to correct mistakes. Strike through the mistake and write the correct information above or below. If white out is used the entire BVD will be returned requiring approval of the Manager responsible for the account.
- To delete a partial payment, draw a red line through that source and amount. To delete the entire payment, draw a red line through all sources and gross pay amounts.
- To decrease the amount of payment from a source, strike through the payment and write in red the amount to be paid.
- To increase the amount of payment or to add a payment, prepare a Supplemental Monthly BVD for the amounts due from each source and attach to the BVD. **This can only be done if the appropriate Employee Payroll Action has been processed.**

- If the appropriate EPA has been processed, you may *increase* the amount for an employee or *add* a payment for an employee by processing a monthly supplemental. A separate line is required for each source of payment to be made. The following information is required on the supplemental exactly as it appears on the Employee Payroll Action.

1. Pin
2. Social Security Number
3. Name
4. Title
5. Title Code
6. Account Number
7. Support Account
8. Accounting Analysis

Completing the BVD

- The Dean, Director, Department Head or an authorized representative must certify each Budget Verification Document and return it to the Payroll Services Office in accordance with the monthly pay schedule. It is preferred that the authorized signer not be an employee on the BVD.
- Please follow up periodically to make sure EPA routing has been completed. This will ensure the proposed actions are reflected on the printed BVD.