



Correcting Hire or Termination Date

Prepared 11.14.2016

Correcting Hire Date for Budget and Wage Pin Employees

If Earlier date is needed:

- Choose same document type as incorrect EPA – Create New Position or Occupant Change
- Select “New Iteration for Pin”

In body of EPA:

- Action effective date should be earlier date
- Check “Replace Prior Iteration” box

Correcting Hire Date for Budget and Wage Pin Employees

If Later date is needed:



- The original EPA to hire the employee will need to be withdrawn by Payroll Services

Departmental Steps to Initiation a Withdrawal Request

- Department prints a copy of the EPA document and writes “Withdraw” across it, along with the reason it needs to be withdrawn
- Have document signed and dated by person with FD860 signature authority for that department
- Send documents to payroll via fax, interoffice mail, or scan to payrollprocessing@tamu.edu
- Once request is received by payroll, we will begin the withdrawal process and update the Active Budget and payroll database.
- When payroll completes the process we will notify your department the withdrawal has been finished. This will allow you to create your new EPA with the correct later hire date.

Correcting Termination Date for Budget and Wage Pin Employees

If Earlier date is needed:

- Choose same document type as incorrect EPA – Create New Position or Occupant Change
- Select “New Iteration for Pin”

In body of EPA:

- Action effective date should be earlier date
- Check “Replace Prior Iteration” box

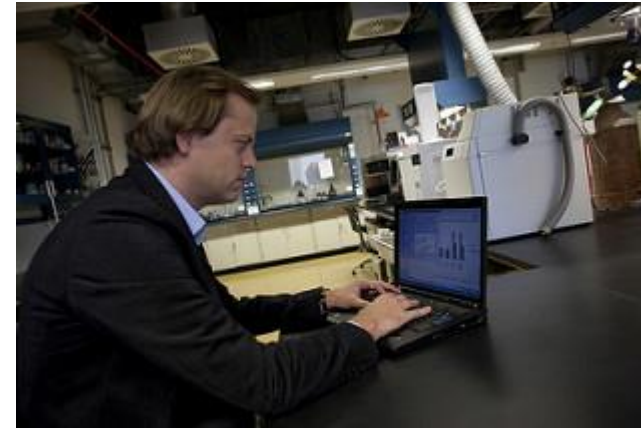


Correcting Termination Date for Wage Pin Employees

If Later date is needed:

- Create a new EPA to rehire the employee IN THE SAME PIN
- Use the date the pin was vacated
- Add in comments section “Incorrect Termination”
- Check to “Replace the Prior Iteration”
- After the rehire EPA is approved, create a new EPA to terminate them with the correct later date.
- Do not request EPA Withdrawal

Correcting Termination Date for Budget Pin Employees



If Later Date is Needed:

- The original EPA to terminate the budget employee will need to be withdrawn by Payroll Services

See Slide 4 for Withdrawal Instructions

Term Period Extension Corrections

- Scenario - An employee has their term extended but they will now not be working at all during the extension period
(example – 9-month faculty or grad extended to a 10-1/2 month term starting 6.01.xxxx but will now not be working at all during the extended period)
- Create a New EPA – Document Type (04) – Change Salary, Title, Term and make the action effective date the first day of the month or biweekly pay period *prior to* the wrong effective date
- Check “Replace Prior Iteration” box
- Submit EPA to payroll
- This will put the employee back to their prior term and over write the summer appointment.

(in the example scenario noted above, make the action effective date 05.01.xxxx for a monthly paid employee; if they have already received pay for May you will not encumber any funds.)

Questions?

- payrollprocessing@tamu.edu
- Team CEO – 845.2760 or 845.2797 or 845.4793
- Team PhD – 845.2782 or 845.4058 or 845.2787
- Team SWAT – 862.2898 or 845.4737 or 845.4294
- Dawn Suehs, Financial Management Supervisor I - 845.7129