


Payroll Services

FY Rollover Notes for Departmental EPA Creation and TimeTraq / BVDs

1. Roll to New FY Checkbox (this checkbox is only open for a period of time in August & September)

EPA Document Information

EPA Document:	1308676 (coversheet)	Doc FY:	2016
Routing Document:	EBR021308676 	Doc Status:	Completed
Document Type:	Create or Reactivate Position (02)	Date Created:	08/24/2016 10:09 AM
Action is Effective From-To:	08/24/2016 - 08/31/2016	Last Updated:	09/05/2016 3:06 PM
Dept/SubDept:	DSSA		
Source Balance Edits Overridden:	No	Roll to New FY:	Yes
Override Budget:	No	RF Cost Sharing:	No
Replace Prior Iteration(s):	No	TEES Cost Sharing:	No

Purpose: Allows actions to be valid in two different fiscal years with one EPA. Active budget pins roll a week before active wage pins, usually around the middle of August. It is used when you create an EPA after the budget & wage rollover process and/or FY2018 activation and you need to have an action in FY2017 carry over to FY2018. After the budget rollover, for example, if you hire an employee effective 8.24.2017 in a newly created pin, check the box so the option changes to “Yes”. This allows the new employee to be active in both FY2017 and FY2018 using one EPA. The annual term for the employee must be “12” in order for the feature to work for FY2018 actions. **Exception: EPAs with Part 28-xxxxxx funding will not roll for FY2018 even if the box is checked. You will need to create two EPAs, one in FY2017 & one in FY2018 for actions with these accounts.**

2. Pins Uploaded as Vacant on Prep Budget that are Actually Occupied

Because prep budget work is started 3-4 months before FY2018 activation, pins may upload as “Vacant” that are actually occupied when the new fiscal year opens 9.01.17. This is usually not discovered until your employee realizes they did not receive an expected paycheck. In these cases, the department will need to take one or create an EPA in FY2018 and make sure they are paid on the first relevant payroll:

- Create an EPA for a new iteration for the pin in FY2018 as an “Occupant Change”; recommended occupant action would be either “Reappoint/Rehire” if employee hired at end of previous fiscal year or “New Hire” if employees first day of work is 9.01.17; position action should be “Other Action (OA)”. The action effective date should be 9.01.17. Check the box to “replace the prior iteration” and proceed with the EPA as usual. If action effective date is after 9.01.17 the prior iteration would not need to be replaced.
- For Biweekly paid employees, if the occupant change EPA is approved after TimeTraq has been submitted, hours due should be added to the next pay period. For Monthly paid employees, if the occupant change EPA is approved after the September BVD is submitted, a supplemental should be prepared, signed and sent to payroll. Depending upon the date payroll receives the supplement, it will process to be paid either 10.06.2017 (special payday), 10.13.2017 (first biweekly for October) or later. **Careful review of your September BVD is strongly encouraged to prevent paycheck delays.** The “Work Exception List”, which can help departments pinpoint this type of error, cannot be generated until after the prep budget is loaded on 9.01.17.

3. Annual Term Modifier

The annual term modifier in the position information section of a budget EPA needs to be “D” for employees who have other than 9-month or 12-month annual terms. This will allow the payroll system to consider them as continuing employees and leave their status in the payroll personnel area as active.



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4. Active Employee Name on Prep Budget

The employee’s name as submitted on the prep budget for FY2018 must match their legal name as set-up in the payroll system (BPP) and in the FY2017 active budget. The department will need to prepare a Name Change EPA (Document type 07) retroactive back to 9.01.17 correcting the employees name to their legal / payroll one if notified by payroll of an upload error. Prompt action will avoid the employee not receiving a paycheck.

5. New Hires placed on Prep Budget

Expected new hires can be added to a department’s prep budget. If they are added this way an EPA to hire is not needed. Their new hire paperwork usually attached to the EPA (Employee Personal Data Form, W-4, Hiring Certificate, etc.) must be securely sent to payroll services for set-up in the payroll system. Send the documents via fax to 845.4134, via Filex, via Campus Mail or scan and email to payrollprocessing@tamu.edu. **We must have complete documentation by September 5, 2017 to avoid payment delays.** Additionally, do not forget to complete Guardian I-9 and E-Verify for this method of hiring.

6. Returning an Employee from Leave without Pay

The beginning of a new fiscal year typically includes employees who may have been in a leave without pay (LWOP) status in FY2017 returning to an active paid status in FY2018, usually effective 9.01. It is critical for departments to submit an Employee Payroll Action (EPA) so the employee will be active for TimeTraq or on the September BVD. The EPA is also needed so the employee’s benefits and leave accrual will be reinstated. Timely EPA routing to return from leave is always important, especially for international students who need to provide verification of insurance coverage to International Student Services (ISS) to avoid higher monthly premiums.

7. Using a PIN Created during FY2018 Prep Budget

To use a PIN created in Prep Budget FY2018, two EPA fields are critical. The first field is the *PIN* field. Enter the *actual PIN number* created in FY2018. The second critical field is the *Position Action*. Select the position action “re-activate position” for this field.

The screenshot shows the Canopy system interface for creating an EPA document. The header includes the Canopy logo and "The Texas A&M University System". Below the header are navigation tabs: EPA, FFX, FRS, Buy A&M, Routing, and System. The main menu is set to "EPA" and the action is "Create Document". The interface includes several input fields and dropdown menus: "Create Type" is set to "New Budgeted Position", "PIN" is "FY2018", "Fiscal Year" is "2017", and "Workstation" is "M". The "Document Type" dropdown is set to "Create or Re-activate Position". The "Recommended Occupant Action" dropdown is set to "New Hire", and the "Current Occupant Action" dropdown is set to "Already Vacant". The "Position Action" dropdown is set to "Re-activate Position". A "Create Document" button is visible at the bottom of the form.

For assistance, contact Payroll Services at payrollprocessing@tamu.edu or your processing team members.

8. Prep Budget Corrections

Prep Budget Correction EPAs should be submitted as soon as identified. These are usually EPA Document Type (04) – Change Salary, Title or Term or Document Type (03) - Source of Funding Change and correct prep budget errors such as “salary is incorrect on prep budget”, “term should be 9.01.17 thru 5.31.18 rather than 1.01.18 thru 5.31.18”, “source account effective 9.1.17 has changed”, etc.



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Please make sure your EPA Justification/Comments are very detailed and include the words “this action is to correct FY2018 budget”. The salary action choice of “Correction (CF)” should be chosen as needed. Departments can make these corrections throughout the month of September. Prep Budget Correction EPAs created 10.01.17 going forward that contain salary corrections will be considered as retroactive and rejected.

9. EPA Processing

Due to the beginning of the new fiscal year, Payroll Services receives a large number of EPAs every day. Payroll Services prioritizes EPA processing according to the biweekly or monthly payroll deadlines. Please remember the following EPA points:

- Payroll’s internal procedure is to process EPAs on a first come, first served basis.
- EPAs need to have all backup documents attached when received in Payroll to avoid delays in adding employees to TimeTraq and/or Monthly Payroll.
- Due to the large number of EPAs received, an EPA is placed on hold or rejected if not complete, accurate or lacking all backup documents.

Last minute EPA approval may not be possible on TimeTraq and/or Monthly Payroll due dates.

10. Grad Reappointments or Terminations

Grad Pins do not automatically rollover from FY2017 to FY2018. An EPA to reappoint in the same pin should be created as follows:

To Re-appoint a returning graduate assistant to the FY2018 budget:

- The FY2018 budget database is available for EPA entry around the middle of August.
- Use the search function (in current FY) and select the position to be entered.
- Create a new EPA document by choosing the option “Copy this PIN to new Fiscal Year”
- Document Type = “Create or Reactivate Position”
- Recommended Occupant Action = “Re-appoint / Re=hire”
- Position Action = “Reactivate Position”
- Proceed with the EPA as usual, making your required changes to position title, term, funding, etc.

****Termination must be done if a grad active in FY2017 will not be re-appointed in the same pin in FY2018****

To Terminate a graduate student from FY2017:

- Use the search function and select the position to be entered; make sure “2017” is selected in the drop down menu.
- Create a new EPA document by choosing the option “New Iteration for this PIN”
- Document Type
 - ⇒ “End of Term” if graduate employee worked through the end of the annual term for this position (i.e., term ends 5.31 and grad worked through end of day 5.31)
 - Select Current Occupant Action & Code (voluntary or involuntary terminate)
 - ⇒ “Eliminate Position” if graduate employee left before the end of the annual term for this position (i.e., term ends 5.31 and grad’s last day worked was 5.14)
 - Select Current Occupant Action & Code (voluntary or involuntary terminate)
 - Effective date is the date *after* the last full day worked
- Proceed with the EPA as usual



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11. Termination EPAs Needed to End Benefits Coverage, TRS Participation & Active Status

An EPA should be completed if an employee is terminating employment at the end of FY2017 and will not be included in the budget for FY2018. Allowing employees to roll-off your payroll during the budget process does not end the employment status in the personnel and payroll systems and therefore does not trigger a COBRA notification, cancellation of benefits or removal from active status. A termination EPA triggers documentation of the end of employment, cancels benefit coverage, & cancels their participation in TRS.

12. TimeTraq - Estimated Time

The arrival of the new fiscal year creates early deadlines in regards to the bi-weekly payroll for the pay date of September 1 (period covered – August 10 thru August 23) and the pay date of September 8 (period covered – August 24 thru August 31). ***Payroll does not recommend that estimated time be submitted for budgeted bi-weekly paid employees unless they have sufficient leave accumulated to cover the estimated days. More critically, budgeted bi-weekly paid employees without sufficient accumulated leave and student workers should not be allowed to submit estimated time under any circumstances.***

If a budgeted bi-weekly paid employee allowed by their department to estimate time has an adjustment to such estimated time which results in additional pay or work time which was not estimated (additional hours due), the department should adjust the hours on the next bi-weekly payroll. Then the payment for this time will be included on the next scheduled bi-weekly payday. If the employee does not work all the time estimated, leave should be recorded or an adjustment should be made to decrease the hours on the next bi-weekly payroll (hours overpaid). Be sure to document any adjustments made in your records.'

Payroll Services will not process an emergency check due to changes in estimated time. If you have any questions or concerns about this matter, please email payrollprocessing@tamu.edu or contact the Payroll Processing Team that services your department.

13. TimeTraq - Overtime for Estimated Time

TimeTraq does not compute state/FLSA overtime for the estimated hours previously submitted for August workdays. This means that employee's estimated time against actual hours worked must be examined for overtime and corrective adjustments made to employee's time, if needed. A combination of TimeTraq's "Weekly Overtime Worked" report and Timesheet adjustment can be used to make these corrections. The report can be found on the report tab in TimeTraq.

14. TimeTraq Negative Adjustments for Prior Fiscal Year

The following link provides valuable information regarding timesheet adjustments concepts:

<https://it.tamus.edu/timetraq/help-system/key-administrator-concepts/timesheet-adjustment-concepts/>

Please note the section on negative adjustments. Negative adjustments CANNOT – in some cases – be made for a date in the previous fiscal year. This may happen because a bi-weekly paid employee receives a pay increase effective 9.01 of the new fiscal year; therefore a negative adjustment made during a September reporting period for a date in August will not match against the employee's current budget information.