Important Payroll Deadlines

Monthly EPAs
Friday, November 17th at Noon – deadline for Monthly EPAs with actions effective 11.20.2017 and earlier to be IN PAYROLL’S INBOX to guarantee our review and approval. Starting Monday, November 20th Canopy will not allow creation of monthly EPAs. Please plan ahead and route EPAs as soon as feasible; monitor their status to ensure that routing is proceeding in a timely manner. In the event of EPAs needing departmental correction and re-routing back to payroll or late EPA arrival, be aware that Canopy will cancel all incomplete & unapproved EPAs on the 20th.

Biweekly EPAs
Thursday, December 14th at Noon – deadline for critical Biweekly EPAs with actions effective 12.17.2017 and earlier to be IN PAYROLL’S INBOX to guarantee our review and approval. Even though critical Biweekly EPAs (actions that cannot wait until Workday Go Live) can be created in Canopy between 11.20.17 -12.15.17 it will require manual entry into Workday. Workday Go Live date is December 17, 2017. Please plan ahead and route critical EPAs as soon as feasible; monitor their status to ensure that routing is proceeding in a timely manner. In the event of EPAs needing departmental correction and re-routing back to payroll or late EPA arrival, be aware that Canopy will cancel all incomplete & unapproved EPAs on the 15th.

Monthly EPA Exceptions
Monthly actions effective 11.20.2017 through 12.31.2017 will require manual and/or dual entry in both the BPP and Workday systems. Payroll and HROE staff will do some of the double entry work on behalf of the department. We strongly encourage departments to minimize use of the PAR (Payroll Action Request) during this time and wait to enter into Workday after Go Live. Monthly actions available during this interim double entry time are limited to:

- new hire or rehire
- transfer out / transfer in
- reclassification
- promote out / promote in
- salary change
- termination (no retirement; voluntary or involuntary only)

Other actions such as source of fund changes, annual term updates, % effort changes, name changes, adloc changes and/or retirements will need to be entered by the department directly in Workday after December 17th.

Please complete all fields of the PAR FORM and send it, along with the same attachments you would normally include with your EPA, to payrollprocessing@tamu.edu. The form must be signed by you’re a departmental employee with FD-86- signature authority. If approval of another department or research entity is normally obtained, attach copy of an email or memo granting such authorization for audit purposes. The PAR form is available on payroll’s website.

Contact payrollprocessing@tamu.edu or call the Payroll Processing Team that services your department with your questions or concerns about these issues.