Important Payroll Services Information for Liaisons / HR Contacts

Purpose: To gather pertinent payroll services topics sent out on the weekly HR Liaison Network News emails from 12.17.2017 thru 4.30.2018. This document can be shared with others.

A. Report Items

Useful Reports for Timekeepers**

The TimeTraq RP Review will not be available in Workday to view or approve. Instead, timekeepers have access to run some of the key reports identified below to ensure all timesheets are completed and approved. The following terms can be entered in the Search Bar in Workday:

- Workers with No Time Entered
- Workers with Time Entered but Not Submitted
- Workers with Time Submitted but Not Approved Primary Position
- Workers with Time Submitted but Not Approved Additional Jobs

Note: Timekeepers cannot approve from the reports mentioned. They can approve from Review Time (for those who support smaller groups) or they can manually advance the business process.

Useful Report for Absence Partners**

Absence Partners have access to run the report identified below which provides an account of all of the time off requested and approved by the date time is taken off. The following terms can be entered in the Search Bar in Workday:

All Worker Time Off

Useful Reports for HR Contacts**

HR Contacts have access to run the reports identified below to identify information that needs to be addressed prior to payroll being processed. The following terms can be entered in the Search Bar in Workday:

- Longevity Job Classification Audit Report-TAMUS
- Onboarding Status Summary
- Pay Calculation Results for a Period
- Pay Calculation Results for a Period with SSN
Useful Report for Managers**

Managers have access to run the reports identified below to identify information that needs to be addressed prior to payroll being processed. The following terms can be entered in the Search Bar in Workday:

- Review Time

Useful Report for HR Contacts/IFSS/ISS/International Tax/Research Partners/Faculty Partners**

A variety of security roles have access to run the report identified below to identify information that needs to be addressed prior to payroll being processed. The following terms can be entered in the Search Bar in Workday:

Business Process Transactions of Type Awaiting Action

**The list of reports identified is not an all-inclusive list. A comprehensive list of Workday reports can be found in Workday Help (SSO menu) under the Use Workday tab (Commonly Used Reports heading)

Reports for Timekeepers Update

The first Workday report “Pay Calculation Results for a Period with SSN” is available after regular Timesheets are due, normally every other Monday at 11:00am. Biweekly staff are able to update their timesheets until 5:00pm that day. The day after, timesheets lock and only those with the “Timekeeper” role can update timesheets, submit timesheets on a manager’s behalf, and manually advance the timekeeping process. The day after timesheets are due is the best time to run and review the following reports to avoid payment delays to employees:

- Workers with No Time Entered
- Workers with Time Entered but Not Submitted
- Workers with Time submitted by Not Approved Primary Position
- Workers with Time Submitted but Not Approved Additional Jobs

Workday Replacement Report for BVDs

With the implementation of Workday, the Budget Verification Document (BVD) no longer exists. Instead, HR Contacts may review the report called “Pay Calculation Results for a Period” which includes similar information to what was previously provided in the BVD, but not identical information. It is recommended that departments run this report before and after payroll calculates to ensure that all the employees in their respective units are paid correctly.

Steps to run this report:
1. Click in the Search Bar on the top left of the Workday screen and type, Pay Calculation Results for a Period
2. Select the period (i.e. as noted below)
3. Next, enter the Supervisory Organization (i.e. 02120045 Payroll Services (Danny Grimes)) and check the box Include Subordinate Organizations

![Pay Calculation Results For a Period](image)
B. Timesheets / Regular Wages / Payslips

Biweekly Time Entry
Student employees can enter and submit hours worked for manager approval on a daily basis. Full & Part Time Staff can enter hours on a daily basis but cannot submit their hours worked for manager approval until their entries for each pay period equal hours scheduled to work per their FTE otherwise they will get an error. Employees should ignore the error when recording and saving hours on a daily basis. Workday has a validation for full-time staff to require 40-hours per week (80 hours per pay period) before it can be submitted. The 40 weekly hours can be a combination of regular hours, approved time off (vacation, sick, other), and time off with no pay (leave without pay). All employees are encouraged to submit their timesheets at the end of their work week (student) or pay period (Full & Part Time Staff).

Prior Timesheet Corrections
Employees can go back up to 3 prior pay periods to make positive and/or negative timesheet adjustments. They should resubmit corrected timesheets to their manager for approval by the deadline to avoid over or under payments.

*Note:* timesheets with corrections have an earlier submission deadline than current period timesheets. The earlier deadline is to ensure prior corrections will pull into the current period with the Workday Retro process.

Current Biweekly Pay Period Timelines

*Note: these timelines will differ during holiday or special periods*

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Activity and Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>11:00am</td>
<td>Current period timesheets are due every other Monday morning at 11:00am. Managers or Timekeepers should approve submitted timesheets by that time.</td>
</tr>
<tr>
<td></td>
<td>12:00pm</td>
<td>Pay Calculation Results Reports will be available</td>
</tr>
<tr>
<td>Tuesday</td>
<td>7:00am</td>
<td>Timesheets are locked. Only Timekeepers can update timesheets. Timekeepers should run their reports to enter &amp; submit to payroll.</td>
</tr>
<tr>
<td></td>
<td>10:00am</td>
<td>Pay Calculation Results Report refreshed to include prior day timesheet and Business Process updates</td>
</tr>
</tbody>
</table>

Workers with No Time Entered Report Updated
The filter on the Workers with No Time Entered report has been updated to exclude employees that have 80 hours of time off for the pay period. Employees with time off the entire period will no longer receive notifications reminding them to enter time on their time sheets.

Dual-Employed Timesheet Approval Issue
When a manager approves time sheets from their Inbox or the Review Time report, only the time submitted for the position they manage should be approved. When a manager submits and approves from the timesheet on behalf of the employee, all time for all positions are submitted and approved; this is a known gap in functionality of Workday. Best practice is that employees should enter and submit their own time and the manager should approve via their Inbox or the Review Time report.
**Regular or Hourly Salary**

Missed Salary or Hours should never be entered using the “Request One-Time Payment” business process. There are no pay components for this type of pay. Missed regular pay is caught by the Workday Retro process and is paid to any employee on their next regularly scheduled payday (biweekly or monthly). Please contact your Payroll Processing team if you have questions regarding regular pay.

**Time-Off Approval for Biweekly**

Time-off requests can be done as a standalone process (preferred method) or can be requested during timesheet submission. If a standalone time-off request is approved by the Manager, this will pay to the employee even if their timesheet is not approved by the manager or timekeeper or the employee submits no time.

**Payslip Availability**

Our legacy payroll system generated an Outlook email when an employee’s payslip was available in SSO. Workday doesn’t generate an email reminder. Instead, payslips are available to view and/or print in Workday per these timetables:

- Monthly paid: Available 5 calendar day prior to payday
- Biweekly paid: Available 1 calendar day prior to payday

Please pass this information along to all employees in your department.

**C. Lump Sum Payouts**

**Lump Sum Update**

The process for requesting lump sum vacation payout, death benefits and/or FLSA Comp Time payout **WILL NOT** change. You will submit a paper biweekly or monthly supplemental form (and monthly vacation/sick leave payout calculation form), along with the Workday Time Off Balance and/or other reports and screen shots as outlined below. Reports for vacation payouts or death benefits should have zero balances while FLSA reports could have either a reduced or zero balance depending on the payout. All forms should be sent to payrollprocessing@tamu.edu

The process starts with the department’s Absence Partner making the adjustment(s) in Workday. Please reference the Workday Job Aid of “Maintain Accrual” available in SSO at the Workday Help Link for step by step instructions.

Once the adjustment(s) have been made, the Absence Partner can then generate the Workday report(s) to send with the other paper forms for the payout.
Payroll has prepared an external Job Aid called [How to Print Zero Time Off Report](#) to guide you through the processes of generating needed documents. Additionally, it has been suggested at the system-level that Absence Partners may need to print before and after screen shots during the adjustment process and they may need to print screen shots of the employee’s time off balances. You may need to try & print out a variety of these options as you work your first few payouts in Workday, to see which options give you the best reports to send to payroll.

Payroll will research and review all forms sent and will contact your department should we need further clarification on the payout balances.

**D. Supplements / Allowances / Request One-Time Payment Workday Business Process**

**Supplemental Payments**

With the implementation of Workday, supervisory organizations (ADLOC/departments) will no longer prepare paper forms to send to payroll services for extra and/or supplemental pay for their own employees. They will now use the Workday business process of "Request One-Time Payment" to directly enter payments. The earnings choices include common categories such as teaching in excess of 100%, cash awards, excess of 100% non-teaching, etc. Note that with your input, the extra pay will be paid on the same pay day as regular salary. Monthly paid employees will no longer receive supplemental payments on the biweekly pay day due to Workday functionality.

Continue to utilize the Biweekly & Monthly Supplements and Agreement for Supplemental Compensation forms, along with other supporting material such as memos & letters, to send to other supervisory organizations when their employees do extra work for your supervisory organization. Unlike before, if your supervisory organization allows a faculty, staff or student employee to do extra work for a different supervisory organization only the employee’s ‘home supervisory organization’ can process the extra work by initiating and completing the "Request One-Time Payment" process in Workday. A department cannot initiate the business process of "Request One-Time Payment" for a worker who is not part of their supervisory organization. It is incumbent on both departments to work collaboratively to make sure this process flows smoothly. Make sure your forms are signed by your departmental approver or department head as required for supplemental pay approval. Paper approvals at the ‘home supervisory organization’ level are not needed as the “Request One-time Payment” business process will route electronically to the research partner, faculty partner, their department head and their executive approver as needed before dropping to the payroll system. The only extra approval needed is OGAPS for Graduate assistants working over 50%. Please file back-up material in your employee’s departmental record for audit purposes.
Allowance Payments

Employees will receive all allowances on the same pay day as regular salary. Monthly paid employees will no longer receive supplemental payments on the biweekly payday. For example a Monthly paid employee would receive their April allowances such as communication on the May 1, 2018 payday.

Allowances and Supplemental Payments

Ongoing Allowances are considered part of an employee’s compensation package. They should not be entered in Workday using the “Request One-Time Payment” business process. If the allowance was not entered during the hire process and is later discovered or the department needs to update the allowance amount, corrections should be done using the “Request Compensation Change” business process. Workday’s retro process will pick-up and pay the positive (or negative) difference going back to the effective date on the employees next regularly scheduled payday, if the business process is approved by the retro or current deadline. If the business process is approved after the deadline, the allowance addition or correction will be picked up on the subsequent biweekly or monthly calculation.

The “Request One-Time Payment” business process should be used by departments for Emoluments (EMOL – non-salary compensation taxation), Incentive (Cash Awards), Merit, or Supplemental Pay (dual employment, single activity or one-time payment). Workday gives you detailed choices under the One-Time Payment Plan drop down box, with more detailed descriptions of the type of work the employee performed, such as extra pay outside regular job duty, game attendant, graduate student in excess of 50%, salary supplement Teaching, participation Seminars & Presentations, Sea Pay, Teaching in Excess of 100%, Wage Position extra pay, Writing/Editing/Translation Services, etc. On-going allowances should not be paid using this business processes; prior allowances due will be paid via the Workday retro process. Additionally, there is no component to select for regular salary or hours. These items are also paid via the Workday retro process and cannot be entered using the “Request-One-Time Payment” business process. Please contact Payroll Services should you have questions regarding Allowances and Supplemental Payments.

Cancelling a “One-Time Payment” Request

If you have submitted a “Request One-Time Payment” business process and later realize it contains an error, if the process is still routing you should request it be denied or return. If the business process is already approved but not yet paid you should immediately email workday@tamu.edu and enter “Cancel One-Time Payment” in the subject line. HROE staff will work with the department to get the unprocessed payment deleted.
Pay Component Category Differences

When using the “Request One-Time Payment” business process it is important to choose the correct pay component. The drop down box contains choices that will either pay the employee or will not pay the employee but will tax them instead. **Choices that start with “EMOL” will not pay the employee. The “EMOL” categories should only be selected when an employee has received non-salary compensation that is taxable. This replaces the requests submitted before on the Tax Withholding on Non-Salary Compensation Items.**

You have four Reasons for One-Time Payment Requests: 1. Emolument 2. Incentive 3. Merit 4. Supplemental. You will use the Incentive for cash awards and Supplemental for extra pay such as dual employment, single activity or one-time payment. Workday gives you a detailed choice under the One-Time Payment Plan with a more detail description of the type of work the employee performed such as extra pay outside regular job duty, game attendant, graduate student in excess of 50%, Faculty Position < 100%, Salary Supplement Teaching, Participation Seminars & Presentations, Sea Pay, Teaching in Excess of 100%, Wage Position Extra Pay, Writing/Editing/Translating Services, etc.

Cash Awards

Cash awards to faculty, staff & students are entered by HR Contacts in the department using the “Request One-Time Payment” business process in Workday. Paper forms are no longer utilized. Departments can select the one-time payment plan option of either “Cash Award” or “Cash Award – Grossed up” (if the department is paying the award taxes on behalf of the employee). DO NOT select “EMOL: Cash Awards”; this will tax the employee (deduct from gross pay) and NOT generate payment. Per SAP 31.01.99.M0.01 Section 1.7 Cash Award payments will be processed as a Direct Deposit if set up on Direct Deposit with Payroll; if the employee is not set up on Direct Deposit with Payroll the Cash Awards payment will be processed as a paper check on the employee’s next scheduled payday. Be aware of One-Time payment business process deadlines to ensure the award will be paid timely.

Please note that Employee Awards cannot be paid from the following funds/account ranges:
- 01-1xxxx (state)
- 01-21xxxx (state)
- 02-1xxxxx (state)
- 02-25xxxx (camp & conference accounts)
- 02-289xxx (Galveston multi-term student fee accounts)
- 02-29xxxx (state)
- 02-6xxxxx (scholarships)
- 02-8xxxxx (plant)
- 10-1xxxxx (state)

There are limitations on what can be paid from certain other non-state funds:
- 02-24xxxx (Designated Tuition) Grad Student / Student worker only
- 02-4xxxxx (grants) Only if allowed by grant
Tax Withholding on Non-Salary Compensation (Emoluments)

The Request for Tax Withholding on Non-Salary Compensation Form has been replaced with a business process in Workday. Instead of providing the Request for Tax Withholding form in Aggiebuy or Concur, a One-Time Payment Request must be initiated and submitted through Workday to process the tax withholding on the tax reportable benefit. A screenshot showing the submission to payroll from Workday should be attached to Concur or Aggiebuy in place of the form. This can be accessed by clicking on your Inbox and then Archive in Workday. Save as a .pdf and then attach to the expense report or Aggiebuy document.

Workday has a job aid titled “Request One-Time Payment”. This job aid is available through SSO at the Workday Help link. Emolument choices start with “EMOL” and include common categories such as cash awards, gifts, >90 day reimbursement, etc. Please file back-up material in your employee’s departmental file for audit purposes.

Some emoluments should not be entered using the “Request One-time Payment” business process. These exceptions must be handled by payroll services and include:

- Emoluments for a Terminated Employee
- Emoluments for a Retired Employee
- Emoluments that a department needs to have grossed-up for tax purposes
- Emoluments for a recipient that works in a different department than the one that awarded the gift

The paper form is no longer on payroll’s website. Please contact payrollprocessing@tamu.edu if you need the form for an exception entry or have any questions.

Supplemental Tax Rate

With recent implementation of the 2018 Tax Tables in Workday, FIT taxes for supplemental payments have been reduced from 25% to 22%.

E. Retro Process / Deadlines / Timing

Retro Process & Timing

Workday has a very good process to retroactively pick up changes from approved business processes such as salary corrections, percent effort changes, timesheet corrections, etc. The Retro process makes the appropriate adjustments on the employee’s next regularly scheduled payday. Payroll asks for your assistance in letting the retro process work rather than trying to circumvent the process with any early payment request to avoid double pay, deletion of one-time payments, incorrect deductions and taxes. Retro workday business process approvals should be finalized by the deadlines listed on the Payroll Processing Calendars on payroll’s website. For example, for March 2018, monthly retro business process approvals are due at 5:00pm this Friday, March 9th, to make this month’s pay calculation and April 2nd payday. If your business process affects a prior pay period it must be approved by the biweekly or monthly retro deadlines.
Retro Payroll Processing Calendar Items
Retro deadlines are highlighted in yellow on each month’s payroll processing calendar. Retroactive events process in Workday before current period events. That means that prior period timesheet corrections and Workday business process with effective dates prior to the current biweekly or monthly period must be approved by 5:00pm on these dates. Soon after this deadline, Workday makes a sweep of all retroactive approved events (timesheets and business processes) and drops the results into the current period for processing. If your event misses receiving final approval in Workday by the deadline, the retro event will not be picked up for the current period but will pick up for the period following. For example, if the current biweekly period is #18-16 (3.25.17 thru 4.07.18) and the employee has corrected their #18-14 (2.25.18 thru 3.10.18) timesheet and submitted back to the manager for approval on 4.03.18, the manager has until 5:00pm on 4.05.18 to approve so the prior period correction will be picked up to pay on the 4.13.18 payday. If the manager misses the retro deadline and doesn’t approve their workers corrected timesheet until 4.09.18 the employees correction will not pay until the 4.27.18 payday. The employee expected to be paid their corrected time on the 4.13.18 payday but because the retro deadline was missed by the manager, the employee will not have the pay result they expect. It is crucial that managers have a good understand of and be aware of all retro deadlines.

Promotion / Transfer / Reclassification Timing
We are noting payment issues when an employee has a Change Job business process that promotes or transfers them into a different position or reclassifies their current position and they are moving from a bi-weekly to monthly pay group with the change. Most changes are being initiated during a biweekly period (i.e., change is effective 4.01.18 which is in the middle of the biweekly period 3.25.18 through 4.07.18). You greatly increase your employee’s chances of being paid timely & correctly in both positions if you change their pay group at the beginning of a biweekly period. Thus, in the example above, the effective date moving from biweekly to monthly should be either 3.25.18 or 4.08.18, depending on the department’s needs. We are seeing numerous instances of employees not receiving expected monthly pay or being overpaid because they submitted monthly work on their biweekly timesheet. Timing is critical to receiving expected pay results. Additionally, retro & current business process deadlines should be taken into consideration; a department may start the change job process early but if it is still routing for approval after monthly deadlines, the resulting action will not calculate until the following month.

F. Supervisory Organizations / Payment Elections / Employee Calls

Supervisory Organization Assistance Request
A new form Supervisory Organization Assistance Request is now available on the payroll services website. This form can be completed online, printed and then emailed to payrollprocessing@tamu.edu. The form can be used to request creation of a new supervisory organization, reassign superior organization, edit a supervisory organization name, and delete an existing one. The form will provide payroll staff the needed information to process your request.
Payment Election Errors

Numerous employees are receiving paper checks instead of direct deposit. This is happening for two reasons: 1) employee skip the Direct Deposit Declaration inbox item during the onboarding process or 2) employee answers the question as “Yes”.

As a U.S. entity, Texas A&M University is obligated to comply with the requirements of the United States Department of Treasury Office of Foreign Assets Control (OFAC), which oversees payments sent outside the territorial jurisdiction of the United States. This includes automated clearing house (ACH) payments, such as direct deposits. Texas A&M University payroll system does not permit direct deposits to banks outside the United States. This question must be answered as “No” and not left blank before clicking submit/ok and done on the inbox item. Failure to answer or answer as “yes” will prevent the direct deposit from occurring.

Employees Calling Payroll Directly with Questions

Due to the size of Main campus staff and department internal deadlines and procedures, Payroll has traditionally worked with department liaisons (HR Contacts) on issues affecting their employee’s pay rather than working directly with individual employees themselves. This has worked well; however, with the transition to Workday we are experiencing a large number of employees contacting us directly, with many stating they have been referred to us by their department. Payroll is requesting your help to again be the “liaison” between your employees and payroll by assisting their employees with their Workday & timesheet questions. This will help you acquire the knowledge to answer future questions & gain a better understanding of the Workday processes. After the departmental level review, if you and your employees still have unanswered questions, the liaison, rather than the employee, can contact payroll or HROE for further assistance.