



TEEX 31.99.99.N0.02 Payroll Procedures

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Revised: July 11, 2013

Revised: January 19, 2022

Next Scheduled Review: January 19, 2027

Summary

It is important that TEEX employees are paid correctly and on time for the work that they do. Depending upon their job classification, TEEX employees are either paid hourly or on a fixed monthly salary. Hourly employees are paid on a biweekly basis and must complete an electronic timesheet for each pay period. For hourly paid employees, the normal pay period begins on Sunday of one week and runs through Saturday of the next week. Timesheets for hourly employees are entered in Workday. There are typically 27 pay periods each fiscal year. Pay dates for biweekly employees are on Fridays, with the exception of pay dates falling during holidays. These exceptions are noted on the Payroll Schedule located on TEEX Connect under Financial Services -> Payroll section. Salaried employees are paid monthly through MDR, on the first work day of the month following the month worked.

Definitions

Emolument- A payment to an employee that is deemed compensation. This payment will then become taxable income on your W-2.

Extra Pay Outside Regular Job Duty- Duties performed and paid outside of your regular job duty.

Supplemental Pay- Paid out to individuals who are already employed by another Texas A&M University System member. These duties are in addition to their current duties being performed and are intermittent or temporary.

Requirements

1. Biweekly (hourly paid):

Employee Responsibilities:

1. Complete their timesheet at the end of each pay period.
2. Submit completed timesheet no later than the day that they are due indicated on the Payroll schedule. Supervisors/Divisions may require an earlier due date. When an Employee does not complete their timesheet on designated due dates, a pay check will not be issued. Employee would then be instructed to enter hours worked after Workday re-opens the time

sheet and hours will be paid as retro hours and processed to be paid with the next biweekly pay cycle.

3. Employees with multiple titles will have a drop-down button in time sheet entry to select the correct title and hours worked.

Supervisory Responsibilities:

1. Log into SSO, click on Workday, and approve the employee's timesheet through your inbox action items.
2. In the event an employee is out and cannot complete the timesheet, the Manager/Delegate should enter/approve the time. (All leave must be submitted prior to approving timesheets or a re-submission of the timesheet will be necessary if edits are made after the timesheet is approved).
3. All approvals of timesheets are to be completed no later than 2 pm on the day (unless otherwise noted on the Payroll schedule) which they are due.
4. If hours from a previous/closed pay period have not been paid then time must be captured as a retro item. The employee can enter the hours in Workday up to 3 pay periods back (6 weeks). If hours need to be paid past 3 pay periods, a [Payroll Adjustment Form- FS- 112](#) must be completed and forwarded to Payroll@teex.tamu.edu
5. A Payroll [Request for Salary Transfer](#) will be submitted if a project/task needs to be changed, if the pay period has been closed. DO NOT submit an adjustment to correct a project/task through Workday.

2. Monthly:

Monthly paid employees are required to complete and submit a Monthly Distribution Report (MDR). The Monthly Activities Schedule will be distributed by the Financial Services Office each month, and it is also available on TEEEX Connect under Financial Services page.

3. Check Distribution:

Employees will be given the opportunity and encouraged to sign up for payroll direct deposit. However, some employees are still being issued a payroll check and earnings statement. The following procedures will apply:

1. All paychecks will be mailed to the applicable employee based upon the address listed in Workday.

4. Emoluments:

TEEX has established an emolument processing period in order to better manage emoluments. Emoluments processed between November 1st through October 31st will be reported as income for the employee's next W-2. These emoluments are processed using *Request for Tax Withholding on Non- Salary Compensation Items* through a division's business office and submitted to Engineering Payroll through Financial Services.

5. **Federal Work Study**

Federal Work Study is a form of financial aid that provides funding for on-campus and certain off-campus jobs. It allows students to earn money to help pay education expenses and reduce loan debt. Human Resources will notify supervisors if their student workers have been awarded a Federal Work Study award. After being notified, Human Resources submits a title change in Workday, from “Student Worker” to “State of Texas College Work Study-Student.” 75% of these students’ wages are paid out by Federal Work Study, and 25% of the funds are paid by TEEEX. During the duration of these students being on TEEEX Payroll, reports in Masterpiece are ran monthly to review how much funding your student has used and how much they have left.

6. **Extra Pay Outside Regular Job Duty**

Duties performed and paid outside of your regular job duty are classified as Extra Pay. Extra Pay for deployment is paid and processed as an off-cycle payment in Workday for monthly paid employees. If you are a Biweekly paid employee, you **do not** complete an MDR Calculator. Biweekly employees log all hours worked on their timesheet for each pay period. This will include any extra hours worked for deployment. The procedures for processing Extra Pay’s for monthly employees can be located within your divisions business office. These include, but are not limited to, types of documentation needed, the review process for these documents, and how these items are paid out. If employees have questions such as when their Extra Pays will be paid, they may reach out to their division business office. If they have additional questions, they may reach out to the Payroll team for guidance.

7. **Supplemental Pay**

TEEX may hire individuals who are already employed by another Texas A&M University System member. These duties are in addition to their current duties being performed and are intermittent or temporary. The additional employment will not interfere or conflict with the employee’s current position and responsibilities. Payment is submitted through the supplemental payroll process and is subject to withholding and payment of income and employment taxes. This is an agreement that must be approved by the individual’s current department head and TEEEX. Travel expenses must be reimbursed on a travel voucher.

PROCESS:

1. If the individuals from another System part are biweekly, their hours will be reported on their timesheet that they turn in for their A&M Component, for the work performed at TEEEX.
2. If the individuals from another System part are monthly paid, Payroll and the corresponding agency that the individual is employed at will work together to obtain proper documentation in order to pay the individual for their work.

8. Electronic W-2:

TEEX encourages all employees to register through Workday to receive their W-2 electronically. After downloading your W-2 to print, please **do not** save your W-2 to your TEEX computer. TEEX Payroll will inform all new employees on this benefit and provide them with instructions on how to sign up. In November, TEEX Payroll will also coordinate an effort to inform current employees not receiving their W-2 electronically on the benefits of electronic W-2 and how to sign up.

Quality Assurance Measures

Financial Services/Payroll will ensure that all of the payroll procedures outlined above for each section are implemented with consistency. Payroll will perform a monthly review of all sections to ensure procedures are updated and followed. Payroll is subject to make changes to any sections noted above, and will inform employees of such changes.

Office of Responsibility

Financial Services
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