

Engineering Payroll

MONTHLY PAYROLL SCHEDULE September 1, 2020 - August 31, 2021

MONTH	INITIALIZATION (PAYROLL & RETRO)	ALL HR/PAYROLL ACTIONS SHOULD BE COMPLETED BY CLOSE OF BUSINESS ON:	PAYROLL SETTLES FIRST THING ON MORNING OF:	PAY DATE
September	9/10	9/16	9/17	10/1/20
October	10/20	*10/26	*10/27	11/2/20
November	*11/17	*11/23	*11/24	12/1/20
December	12/10	12/16	12/17	1/4/21
January	1/14	1/20	1/21	2/1/21
February	2/11	2/17	2/18	3/1/21
March	*3/16	*3/25	*3/26	4/1/21
April	*4/20	*4/26	*4/27	5/3/21
May	*5/18	*5/24	5/25	6/1/21
June	6/17	6/23	6/24	7/1/21
July	7/15	7/21	7/22	8/2/21
August	8/12	8/18	8/19	9/1/21

**Denotes an irregular payroll cycle*

Workday is designed to pay monthly employees on the regular monthly payroll cycle. If a monthly person has missed pay, it should catch up with the next month's retro cycle. However, if it is a considerable amount* and cannot wait until the next regular monthly payroll cycle, send a supplement to engrsupplements@tamu.edu and we will catch it up with the next available biweekly on-demand cycle.

If the amount is due to an increase and the employee already received their regular pay, we will not process as an on-demand and the employee should receive the difference on their next regular payroll cycle.

Engineering Payroll has compiled a list of recommended reports that can be run to check departmental payroll. Those reports can be found under Departmental Resources > Guidelines on the Engineering Payroll Website. <https://tees.tamu.edu/payroll/index.html>