

Engineering Payroll

MONTHLY PAYROLL SCHEDULE

September 1, 2021 - August 31, 2022

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	9/20	9/24	9/27	10/01/2021
October	10/19	10/25	10/26	11/01/2021
November	11/16	11/22	11/23	12/01/2021
December	12/14	12/21	12/22	1/3/2022
January	1/20	1/26	1/27	2/1/2022
February	2/17	2/23	2/24	3/1/2022
March	3/21	3/25	3/28	4/1/2022
April	4/19	4/25	4/26	5/2/2022
May	5/19	5/25	5/26	6/1/2022
June	6/16	6/22	6/23	7/1/2022
July	7/18	7/22	7/25	8/1/2022
August	8/18	8/24	8/25	9/1/2022

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, submit a supplement via Laserfiche 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>