

## MONTHLY PAYROLL SCHEDULE

September 1, 2022 - August 31, 2023

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	<b>9/26</b>	9/27	10/03/2022
October	10/18	<b>10/24</b>	10/25	11/01/2022
November	11/15	<b>11/21</b>	11/22	12/01/2022
December	12/13	<b>12/20</b>	12/21	1/3/2023
January	1/19	<b>1/25</b>	1/26	2/1/2023
February	2/16	<b>2/22</b>	2/23	3/1/2023
March	3/21	<b>3/27</b>	3/28	4/3/2023
April	4/18	<b>4/24</b>	4/25	5/1/2023
May	5/16	<b>5/22</b>	5/23	6/1/2023
June	6/20	<b>6/26</b>	6/27	7/3/2023
July	7/18	<b>7/24</b>	7/25	8/1/2023
August	8/17	<b>8/23</b>	8/24	9/1/2023

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>