Texas A&M International University
Bi-weekly Payroll Process

1. For bi-weekly payroll, which includes full/part-time non-exempt staff and student workers, payroll records are initiated by the creation of a Hiring or Transfer Business Process (via the Workday system), which contains information such as the person's start date, justification for the action, position information, personal information (i.e., SSN, legal name), rate of pay, and paying account. Once this business process is completed, after the Payroll Office approves the "Assign Pay Group" task, the information for bi-weekly employees is automatically fed into Workday and a timesheet can be generated.

2. A bi-weekly payroll period starts on a Sunday and ends on a Saturday covering ten (10) working days. Each pay period, bi-weekly employees must submit a timesheet via the Workday-Time application for their hours worked. Timesheets are generally due every other Friday, one day before the pay period ends. Submitted timesheets are then sent to the employee's direct supervisor for approval. Once approved, the approved time is automatically fed into the Workday-Pay application.

3. The Friday morning when timesheets are due, the bi-weekly pay cycle calculation process is initiated by the A&M System Office. A retro payroll calculation (or pay–calc) report is initiated by the bi-weekly payroll processor. The report retroactively looks at changes to employees' compensation, benefits, timesheets, absence requests, and additional jobs. The bi-weekly payroll processor reviews each individual change and makes a determination on whether or not the change should affect the employee's current payroll. The retro process must be finalized by the following Tuesday at 12 p.m. and submitted to the A&M System Office for final calculation.

4. The Monday before the retro process is due, the bi-weekly payroll processor initiates the regular (or current) pay-calc report which is based on the hours for the current pay period submitted via Workday-Time. Hours pending to be entered, submitted, or approved are reviewed, and supervisors are notified of pending items via email. A final pay-calc report is generated the next day for review.

5. During the pay-calc process, the Payroll Office may still manually add, remove, or correct payroll entries for an employee if necessary. Updates and corrections are made in Workday-Time or Workday-Pay via Payroll Inputs, On-Demand Payments, or Manual Payments.

6. Wednesday by 9 a.m., the bi-weekly payroll processor must contact the A&M System Office to inform them that TAMIU is ready to run final pay-calc.

7. The day after pay-calc is finalized, biweekly payroll check files are sent to TAMIU's check printer by the A&M System Office and checks are printed and kept securely in the department vault until pay day. Employees are notified three days prior to pay day via e-mail that their funds will be available on pay day and that their earnings statement (or payslip) is available to view/print via Workday-Pay. If the employee is not set up for direct deposit, an e-mail notification is sent to them before pay day to inform the individual that they may pick up their paper check at the Bursar's Office on or after the designated pay date.

8. This concludes the bi-weekly payroll process.