

Texas A&M International University



Monthly Payroll Process

1. For the monthly payroll, which includes administration, full-time/adjunct faculty, and graduate assistants, payroll records are initiated by the creation of a Hiring Business Process (via the Workday system), which contains information such as the person's start and end 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 submitted and fully routed thru its routing path, the information is automatically fed into Workday.
2. Six days before the payroll calculation deadline, the pay cycle calculation process is initiated by the A&M System Office. A retro payroll calculation (pay-calc) report is initiated by the monthly payroll processor. The report retroactively looks at changes to employee's compensation, benefits, leave requests, and additional job. The retro process is finalized three days later at 3 p.m. and submitted to the A&M System Office for final calculation.
3. Following the completion of the retro process, the Payroll Office initiates regular pay-calc reports based on the monthly salaries for each employee via Workday. The monthly payroll processor will verify the accuracy of each entry.
4. During the payroll calculation process, the Payroll Office may still manually add, remove, or correct payroll entries for an employee if notified to do so by the department or HR or add/remove employees whose business process' may have been completed after the payroll process was initiated. Updates and corrections are made in Workday via Payroll Inputs.
5. The day of pay-calc (or the pay-calc deadline), the Payroll office must notify the A&M System Office via Workday that TAMIU is ready to run payroll calculation (pay-calc).
6. The day after pay-calc, monthly payroll checks are printed by the bi-weekly payroll processor and are kept in the department vault until pay day. If the employee is set up with direct deposit, a notification will be sent three days prior to pay day via email stating that their funds will be available on pay day and that their earnings statement is available to view/print thru Workday. If the employee is not set up for direct deposit, the individual may pick up their paper check at the Bursar's Office on or after the designated pay date.

Revised: 7/17/2023