Texas A&M International University

Bi-weekly Payroll Process

1. For biweekly payroll, which includes full/part-time staff and work-studies, payroll records are initiated by the creation of an Employee Personnel Action (EPA) document (via the Canopy 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 document is submitted and fully routed thru its routing path, the information is automatically fed into the TimeTraq system where a timesheet is generated.

2. Generally, the biweekly payroll period starts on a Thursday and ends on a Wednesday covering ten (10) days. Each pay period, biweekly employees must submit a timesheet via TimeTraq, our web-based timesheet entry application, for their hours worked on the Thursday following the end of the pay period. Timesheets are then approved by the employee's direct supervisor and submitted to Payroll by the Department Approver no later than the following Monday. The Payroll Office then submits the entire university's timesheets to the A&M System Office for processing.

3. Tuesday at 8 a.m., the Payroll Office receives a preliminary payroll calculation (pay-calc) report from the A&M System Office based on the hours submitted via TimeTraq and any manual additions and/or corrections posted before pay-calc. The first page of this report lists any errors the system has encountered during its normal payroll process. Error messages beginning with an "ERR" are fatal. The records with this type of an error message will not be processed by the payroll calculation program. These records will not generate a payment to the employee unless the error is corrected. Error messages beginning with a "WRN" are warnings that indicate a payment will be made for this record; however there is information that is not coinciding. Warnings are usually names which are not matching with Human Resources records.

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 EPA's may have been completed after the timesheet collection process. Updates and corrections are made in the BPP system via the add source (AS), correct source (CS) and delete source (DS) functions on the payroll maintenance function selection screen.

5. If corrections are made to the 8 a.m. report, a second report (recap report) is requested and produced at 12 p.m. to verify that there is sufficient funding available, especially for the portions of the payroll to be paid from state funds, to cover any changes in the payroll costs and so that corrections may be verified.

6. If corrections are necessary to the 12 p.m. report, they may be made, and a final 2:30 report is requested and produced. Before the payroll is finalized, direct deposit authorization form copies, which are provided by HR, are verified for accuracy against what has been entered into the payroll system. Once all is correct, the Payroll Office must contact the A&M System Office to inform them that TAMIU is ready to run payroll calculation (pay-calc).

7. The day after pay-calc, bi-weekly payroll checks are printed by the monthly 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 out 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 the HRConnect system. 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.

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