

# Office of Budget, Payroll & Fiscal Analysis



# EPA to Workday Changes

EPA	Workday
Work-study positions would not carry over to new FY	Work-study positions carry over to the new FY automatically
EPA required every new year (even if hiring same work-study)	Hire or Data Change is required every new year (even if hiring the same work-study)
Permanent student positions carry over to new FY	Permanent student positions carry over to new FY
Positions were manually vacated by Payroll Office at the end of the work-study term	Department initiates termination in Workday at the end of the work-study term
EPA required when work-study resigns or is terminated	Department initiates termination in Workday if work-study resigns or is terminated

# Workday Actions

- Work-studies who were extended through 7/28/2018 and will be reappointed for the Fall effective 7/29/2018 (no break in service) – **Department will submit Data Change in Workday**
- Work-studies who ended before 7/28/2018 (break in service) – **Hire process will be initiated in Workday by HR – earliest hire date is 8/3/2018**
- Work-studies who will end on 7/28/2018 and will not return for the Fall – **Department will submit termination in Workday**
- Work-studies who resign or are terminated before 7/28/2018 and will not return for the Fall – **Department will submit resignation letter to HR and initiate termination in Workday**

# Reappointments – Data Change

**Reappointments** - Work-studies who were extended through 7/28/2018 and will be reappointed for the Fall term effective 7/29/2018 without a break in service.

Once a work-study has been cleared by Financial Aid, the employing department will submit a Data Change in Workday by **7/25/2018** as follows -

- Initiate data change by clicking **Actions** then **Job Change > Transfer, Promote or Change Job**
  - Effective date is 7/29/2018
  - Reason for the change is **Data Change > Hours or Work Period Change**
  - Under the *Details* tab, update Annual Work Period and Disbursement Period to **11 Month (July 1 – May 31)**
  - Under the *Compensation* tab, reinstate the hourly rate (\$7.25) by clicking the “re-do” arrow
  - Comments should state, “Work-study is being reappointment for the Fall term through XX/XX/XXXX as per Financial Aid”
  - Click **SUBMIT** when you are done.
- \*The initiator will also receive a Workday inbox item to assign a costing allocation. Please select **Worker and Position** drop down box and the set the dates from to 7/29/2018 to scheduled end date.

# New Hires (Break in Service)

**New Hires** are work-studies who ended before 7/28/2018 and have had a break in service.

Once a new hire has been cleared (background check & Financial Aid), HR will initiate the hire process in Workday.

- Listing of potential hires should be sent to Financial Aid by **7/16/2018**
- All new hires are required to attend HR orientation
- Earliest hire date is **8/3/2018**

# Terminations

- Work-studies who will work up until their end date of 7/28/2018 and will not return for the Fall will need to be terminated in Workday as follows -
  - Initiate termination by clicking **Actions** then **Job Change > Terminate Employee**
  - Select appropriate Primary Reason **Voluntary Termination – End or Expiration of Contract or Grant**
  - Termination Date, Last Day of Work, and Pay Through Date should be **7/28/2018**
  - Leave the default selection of NO under Not Eligible for Rehire. Do NOT select the checkbox.
  - Leave the default selection of NO under Close Position. Do NOT select the checkbox.
  - Comments should state, “End of work-study appointment. Last day worked was 7/28/2018’
  - Click **SUBMIT** when you are done.
  
- Work-studies who resign before 7/28/2018 and will not return for the Fall will need to submit a resignation letter to HR and a termination should be submitted in Workday as follows –
  - Initiate termination by clicking **Actions** then **Job Change > Terminate Employee**
  - Select appropriate Primary Reason **Voluntary Termination – Resignation/Reasons Known or Unknown**
  - Termination Date, Last Day of Work, and Pay Through Date the **last day worked**
  - Leave the default selection of NO under Not Eligible for Rehire. Do NOT select the checkbox.
  - Leave the default selection of NO under Close Position. Do NOT select the checkbox.
  - Comments should state, “Resignation – last day worked was XX/XX/XXXX.”
  - Click **SUBMIT** when you are done.

# Important Reminders 😊

- Time worklet can be accessed in Workday thru Single Sign On (<https://sso.tamus.edu>)
- Managers are responsible for training their employees on how to submit their timesheets in Workday.
- Prior pay period corrections or issues regarding managers and delegates in Workday, should be communicated to Payroll and HR via email at [budgetandpayroll@tamiu.edu](mailto:budgetandpayroll@tamiu.edu) and [hr@tamiu.edu](mailto:hr@tamiu.edu).
- Timesheets in Workday no longer need to be canceled – if an employee does not have any hours to report, no action is required.
- Timesheets that are not submitted and/or approved by the timesheet deadline will not be paid on the current pay cycle. Hours owed will be processed on the next available pay date.
- **If earlier departmental deadlines are necessary, feel free to set them.**

# BI-WEEKLY PAY SCHEDULE (FY TRANSITION)

PAY DATE	PAY PERIOD	DAYS IN PAY PERIOD	TIMESHEET DUE
Aug. 31 <sup>st</sup>	Aug. 12 – Aug. 25	10 days	August 24 <sup>th</sup>
Sept. 14 <sup>th</sup>	Aug. 26 – Sept. 8	10 days	Sept. 7 <sup>th</sup>
Sept. 28 <sup>th</sup>	Sept. 9 – Sept. 22	10 days	Sept. 21 <sup>st</sup>



- Please ensure employees work the hours reported and report hours on the appropriate days.
- It is better to underestimate than overestimate hours when unsure of work schedule.
- Inform students of early timesheet submission deadlines and pay dates.
- To view the entire biweekly pay schedule for FY 2019, including payroll deadlines, please visit the BPFAs website.