

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 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 Monthly Payroll system where it is added to the department's Budget Verification Document (BVD).
2. Seven work days prior to the scheduled payroll calculation (pay-calc) date, the electronic BVD is available for review thru the Monthly Payroll system. Department heads examine and verify the following information for each employee listed in their BVD:
 - Budgeted Gross Salary
 - Administrative Location (Adloc)
 - Paying Account
 - Account Number
 - Title Code
 - Percentage Effort
3. If modifications are required to the document, comments are added to the BVD History Log by the Department Head. Comments generally refer to:
 - Errors noted on items referenced above
 - Employees missing from the BVD (EPA in transit)
 - Employees who submitted leave without pay during the pay period
 - Employees who should not be on the BVD due to resignation/termination (EPA in transit)
4. Once the BVD is verified and comments are input as necessary, the document is submitted to Payroll. The Payroll Office will contact the Department Head regarding the comments, if any were included, and will make the appropriate changes to the BVD. The Payroll Office then submits the entire university's BVDs to the A&M System Office for processing.
5. Two days before the pay-calc deadline, the Payroll Office receives a preliminary pay-calc report from the A&M System Office based on the BVDs submitted. 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.
6. During the payroll calculation process, the Payroll Office may still manually add, remove, or correct the pay listed 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 BVD 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.
7. The day of pay-calc (or the pay-calc deadline), corrected reports may be 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 as well. 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).
8. 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 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.