

Engineering Payroll

MONTHLY PAYROLL SCHEDULE

September 1, 2023 - August 31, 2024

MONTH	INITIALIZATION (PAYROLL & RETRO)	ALL HR/PAYROLL ACTIONS SHOULD BE COMPLETED BY CLOSE OF BUSINESS ON:	PAYROLL SETTLES FIRST THING ON MORNING OF:	PAY DATE
September	9/19	9/25	9/26	10/2/2023
October	10/19	10/25	10/26	11/1/2023
November	11/14	11/20	11/21	12/1/2023
December	12/12	12/19	12/20	1/2/2024
January	1/18	1/24	1/25	2/1/2024
February	2/15	2/21	2/22	3/1/2024
March	3/19	3/25	3/26	4/1/2024
April	4/18	4/24	4/25	5/1/2024
May	5/16	5/22	5/23	6/3/2024
June	6/17	6/24	6/25	7/1/2024
July	7/18	7/24	7/25	8/1/2024
August	8/20	8/26	8/27	9/3/2024

Workday is designed to pay monthly employees on the regular monthly payroll cycle. If a monthly person has missed pay, it should catch up with the next month's retro cycle. However, if it is a considerable amount and cannot wait until the next regular monthly payroll cycle, submit a supplement via Laserfiche and we will catch it up with the next available biweekly on-demand cycle. If the amount is due to an increase and the employee already received their regular pay, we will not process as an on-demand and the employee should receive the difference on their next regular payroll cycle.

Engineering Payroll has compiled a list of recommended reports that can be run to check departmental payroll. Those reports can be found under Departmental Resources > Guidelines on the Engineering Payroll Website. <https://tees.tamu.edu/payroll/index.html>