Bi-Weekly deadlines for all routing and approvals: July 10 and July 24 @ 11am

Monthly deadline for all routing and approvals: July 21 @ 5pm

NOTE 3 TABS PREFIXED WITH "PCT". You will need to make changes to the costing allocation accounts or costing start/end date ranges to avoid a PCT.

Questions? UAS (financial-reporting@tamu.edu) or Mary DuBuisson (maryd@tamu.edu)

The attached report is a snapshot of the costing allocations as of yesterday. You have the ability to prevent a PCT by fixing the items on this report in a timely manner. For a detailed schedule, please refer to the payroll processing calendar:

https://payroll.tamu.edu/payroll-processing/calendar/

MISSING OR TEMP SSN. This is a download from Workday that shows how many days have elapsed since "hire date" for any employee with a missing or temp SSN.

PCT-MISSING INVALID FROZEN ACCT. This tab shows costing allocations that may reject because the account tied to the costing allocation is frozen, deleted, expired, or completely missing. These items require a costing allocation to be processed immediately and may ultimately require a PCT (initiated by FMO) if the payroll hits the default account.

PCT-INVALID COSTING DATE RANGE HOURLY. NOTE THIS MAY BE CORRECT IN WORKDAY AND WAS MODIFIED ON THE LOAD TO BO. PLEASE VERIFY!!! Hourly costing allocation "start date" need to begin on the Sunday of a bi-weekly payroll; The "end date" needs to end on the Saturday of a bi-weekly payroll. For example, You hire a bi-weekly paid staff member to begin on January 13, 2020. You need to make the start costing allocation begin on January 10, 2020 which is the beginning of that bi-weekly pay period. The same rules applies for costing end date. Fox example you have a biweekly staff member whose last day is January 20, 2020. You need to make sure the "end" costing allocation is January 23, 2020 which is the last day of the bi-weekly pay period.

PCT-INVALID COSTING DATE RANGE MONTHLY. NOTE THIS MAY BE CORRECT IN WORKDAY AND WAS MODIFIED ON THE LOAD TO BO. PLEASE VERIFY!!!   Monthly costing allocation "start date" needs to begin on the 1st of the month; the costing "end date" date needs to be the last date of the month. For example, you hire a monthly paid staff member to begin on January 4th; you need to start the costing on January 1st to avoid part of the payroll from posting on workday default.

Errors - any account that has a blank or 9999 AA code.

The costing allocation business process must be entirely completed for the update to be reflected in Business Objects. For TAMU academic units, you may reach out to Emily Weers (eweers@tamu.edu) with any questions.