Engineering Payroll Contacts

Randy
Director of Engineering Payroll, Retirement (TRS/ORP), Taxes (FIT, SIT, LIT, OASI, OAHI, UCI, WCI, etc), W-2’s, General Payroll Deductions, TDA’s, Save for Summer
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Martha
Assistant to Director, Payroll Office Manager, W-2’s, Resetting SSO Passwords, Retirement (TRS/ORP), TRS Reporting, ORP Enrollment, TX Workforce Commission Unemployment Verifications, Lost Checks
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Missy
Foreign Nationals (tax issues for foreign nationals), Glacier, FICA refunds for foreign nationals and students, Reconciling agency’s payroll default account, Releasing encumbrances, Federal tax deposits, State tax deposits
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Keisha
Assistant Director of Engineering Payroll, Workday support, Cost Allocations, One-time Payments, Security (UIN & Workday), Checks (ACH Rejections, Deletions, Reversals, Printing Regular Payroll & Reissues), ACAP, Resetting SSO Passwords
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Jana
Payroll Cost Transfers, Cancellations, Non-Regular Payroll Supplements (i.e. supplements to be paid once an employee has passed away, Qatar Allowances, Professorships/Chairs, Awards, etc)
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Anna, Ashley, Kelsey
Regular Monthly and Biweekly Payroll for TEES, TEEX & TTI, Supported Retro, Lump Sum Vacation Payments, Regular Pay supplements, Assign Pay Groups, Workday UIN Partner, Laserfiche Payroll Documents
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Robert
Laserfiche (UIN Requests & Payroll Documents), Employment Verifications (months of state service, background checks, banking/mortgage, etc), Workday UIN Partner, Unsupported Retro, Legal Name Changes, Other personal data changes
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Link to submit items to Payroll via Laserfiche: https://it-lf-ecmf2.ads.tamu.edu/Forms/payroll-document-submit