

Appendix 5

Emergency Execution of Payroll for Faculty and Staff Employees

If the HR/Payroll ERP System, SAP, is not available for processing the Monthly (M1) payroll for Texas State Faculty and Staff employees, the University shall use a 3rd party vendor to perform this function. The 3rd party Vendor shall process payments to those employees who were paid on the previous month's M1 payroll. These employees will be paid using one of the University's standard methods of payment. Any necessary adjustments to an employee's pay will be processed once the University resumes normal operations.

The following groups of employees will be paid after the University's primary HR/Payroll ERP System has been restored and Payroll staff employees have returned to work, as noted below:

- 1) New employees, either waiting for their first paycheck, or those paid on the previous off-cycle payment run (e.g. other than the monthly M1 payroll).
- 2) Student/Hourly employees normally paid on the 15th and last working day of the month, once the employee's time worked has been entered and approved by an appropriate department representative.

Payments to 3rd party vendors for retirement contributions, garnishments, liens, annuities, loans, taxes, health insurance etc. will be also be delayed until the University's ERP System has been restored and Payroll staff employees have returned to work.

A department should contact the Director of Payroll and Tax Compliance, or a named successor in the Payroll and Tax Compliance Office, for any questions regarding payroll or other payments issued by the Payroll and Tax Compliance Office.