

Electronic One-Time Payment System (EOPS)

EOPS is a payment method used to pay employees for unusual tasks or short projects.

Once an EOPS is submitted the originator can keep track of it with the Approval Tracking System. Email notices are generated to advise approvers and originators of pending and required actions. The following emails are generated by the Approval Tracking System.



- 1) Notice to the approver informing them of a pending EOPS.
- 2) Notice to the originator informing them of a rejection, approval, or expiration.
- 3) Notice to the originator and recipient informing them of a scheduled pay date after it is fully approved and uploaded to the correct on-cycle payroll based on the work performed dates.

Pay Period	Approval Deadline (HAS TO BE FULLY APPROVED)	Pay Dates
Semi-Monthly Employee 1st — 15th	Next business day after the 15th	On their 25th pay day check
Semi-Monthly Employees 16th — EOM	Next business day after the end of the month (EOM)	On their 10th pay day check
Monthly Employees	The 18th of each month	On their monthly check paid on the 1st working day of the month

The work performed dates on an EOPS form have to be completed and the EOPS has to be fully approved before an employee will be paid. Reference the following examples:

Example 1: John Smith is a semi-monthly employee. His work performed dates are November 1st - January 15th. His EOPS was fully approved by January 16th. John will be paid on his January 25th paycheck.

Example 2: John Smith is a semi-monthly employee. His work performed dates are November 1st - January 20th. His EOPS was fully approved by January 16th. Since his work performed date ran into the next scheduled pay period, John will be paid on his February 10th paycheck.

Example 3: Jane Smith is a monthly employee. Her work performed dates are September 1st - December 31st. Her EOPS was approved on November 1st. Since the work performed ended December 31st, she will be paid on her January 1st paycheck.

For more information on EOPS please reference the A&F Work Tools tab on your Raiderlink/Webraider. Select AFISM Training Website, then click on the HR link or visit <https://apps.afism.ttu.edu/training/class/eops-employee-one-time-payment-system-overview/>