



TEXAS TECH UNIVERSITY<sup>®</sup>

Operating Policy and Procedure

**OP 69.07: Payroll Deduction Designated to Texas Tech for University Recreation Fee**

**DATE:** December 11, 2023

**PURPOSE:** The purpose of this Operating Policy/Procedure (OP) is to set forth policies and procedures related to payroll deductions for University Recreation membership fees at Texas Tech University.

**REVIEW:** This OP will be reviewed in March of even-numbered years by the Managing Director of University Recreation, Associate Vice President for Human Resources, and Chief Payroll Officer with substantive revisions forwarded to the Senior Vice President for Administration & Finance and Chief Financial Officer.

**POLICY/PROCEDURE**

**1. Background**

The 77th regular session of the Texas Legislature passed House Bill 1545, which allows employees to authorize a payroll deduction for payment of a recreational sports fee for use of the Student Recreation and Aquatic Center ([Texas Government Code § 659.202](#)).

**2. General**

- a. Faculty and staff of Texas Tech University, Texas Tech University System Administration, and Texas Tech University Health Sciences Center may authorize payment for membership to the Student Recreation and Aquatic Center via payroll deductions for themselves, their spouse, and their children. (This became effective July 15, 2002.)
- b. Payroll deductions must be established for a minimum of six months and must run concurrently with membership.

**3. Authorizations and Change of Deduction**

- a. Employees may obtain a deduction authorization form from the Office of University Recreation, Room 202, Student Recreation Center. All forms must be completed in the Office of University Recreation. All payroll deduction memberships are ongoing, and deductions will continue until a cancellation form is submitted. Members are allowed to add or drop dependents during the fiscal year. This must be approved by the Business Office of University Recreation and accepted by Human Resources.
- b. After the forms are reviewed and processed by the Business Office of University Recreation, they are transferred to a digital form and forwarded to Human Resources. Original forms will be retained by the Business Office of University Recreation. Forms will not be accepted by Human Resources without prior review and approval by the Office of University Recreation.

#### **4. Effective Date of Authorization Forms**

- a. An employee's deduction will be effective on the first day of the month as provided on the form received from University Recreation.
- b. First of the month effective dates will be reflected on the paycheck received the following month for exempt employees or the paycheck received on the 25th of the same month for non-exempt employees. For example, a form with an effective date of March 1 will be reflected on the April 1 paycheck for exempt employees and the March 25 paycheck for non-exempt employees.

#### **5. Salary or Wages to Support a Deduction**

Employees are solely responsible for ensuring that their salary or wages are sufficient to support an authorized deduction.

If the employee's salary or wages are not sufficient to cover the entire deduction authorized, then no partial deduction will be made.

If there is not sufficient salary to support the deduction, the deduction may not be made up by deduction from the employee's subsequent payments of salary or wages. Amounts due because of a missed deduction must be paid directly to the Office of University Recreation.

The university is not liable or responsible for any damages or other consequences resulting from an employee authorizing an incorrect contribution deduction amount.

#### **6. Frequency and Amount of Deductions**

- a. All authorized deductions will be submitted to Human Resources as an amount to be deducted each pay period, with a start and no end date. The amount of the deduction will be entered on the form and will be based on fees established by the Office of University Recreation for the type and length of membership selected. The deduction will be ongoing until it is canceled by the employee.
- b. Fees established by the Office of University Recreation are subject to change. In the event of a fee change, the Office of University Recreation will attempt to contact all members enrolled in payroll deduction via email and phone. The Office of University Recreation will provide detailed information regarding the fee change and new deduction amount. Members will have the opportunity to consent to the new deduction amount or cancel membership before the fee change. Any member who cannot be reached will have their membership canceled and deductions stopped on the effective date of the fee change.
- c. If the employee is paid on a semi-monthly schedule, the deduction will be taken from each paycheck. If the employee is paid on a monthly schedule, the deduction will be taken from the check issued on the first working day of the month.

#### **7. Cancellation of Payroll Deduction**

- a. Employees may cancel their membership to the Student Recreation and Aquatic Center and obtain a cancellation of payroll deduction form from the Department of University

Recreation, Room 202 of the Student Recreation Center. An employee should not contact Human Resources or Payroll & Tax Services directly.

- b. Once the form is reviewed, University Recreation will forward the cancellation form to Human Resources. Membership will be stopped on the date as provided on the form received from University Recreation.
- c. First of the month effective dates will be reflected on the paycheck received the following month for exempt employees or the paycheck received on the 25th of the same month for non-exempt employees. For example, a form with an effective date of March 1 will be reflected on the April 1 paycheck for exempt employees and the March 25 paycheck for non-exempt employees.
- d. The employee is responsible for ensuring that cancellation forms are properly completed and turned in to the Office of University Recreation in time to meet the payroll processing deadline.

## **8. Refunds of Payroll Deductions**

When an employee terminates employment, the Office of University Recreation will determine if there has been an overpayment of membership fees and will refund to the employee any overpayment of the employee's deductions.

## **9. Transmittal of Funds to University Recreation**

Payroll & Tax Services will automatically post the deductions to the account designated by the University Recreation Office. The posting will occur when the payroll processing is complete for the cycle in which the deduction is scheduled.

A detail report of the following will be sent to the University Recreation Office after each payroll/processing run:

- a. Employee name;
- b. Employee identification number (R#); and
- c. Amount deducted.

## **10. Right to Change Policy**

Texas Tech University reserves the right to interpret, change, modify, amend, or rescind this policy, in whole or in part, at any time without the consent of employees.