



TEXAS TECH UNIVERSITY™

Operating Policy and Procedure

OP 69.08: Payroll Deduction Designated to Texas Tech for the Rawls Course Membership Fee

DATE: May 6, 2020

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

REVIEW: This OP will be reviewed in March of odd-numbered years by the Chief Payroll Officer for Payroll & Tax Services and the Assistant Vice President for Human Resources and the Managing Director of the Rawls Course with substantive revisions forwarded to the Vice President for Administration & Finance and Chief Financial Officer and the Chief of Staff for the President.

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 membership fee for use of the Rawls Course.

2. General

- a. Effective August 1, 2003, faculty and staff of Texas Tech may authorize payment for membership to the Rawls Course via payroll deductions for themselves, their spouse, and/or their spouse and children.
- b. Payroll deductions must be established for a minimum of two months and must run concurrently with membership.

3. Authorizations and Change of Deduction

- a. Employees may obtain a deduction authorization form from the Rawls Course administrative office at 3720 4th Street, Lubbock, TX 79415. All forms must be complete and returned to that office.
- b. After the forms are reviewed and processed by the Rawls Course, they are forwarded immediately to Texas Tech Human Resources Employee Services Center. Forms will not be accepted by the Human Resources Employee Services Center without prior review and approval by the Rawls Course administrative office.

4. Effective Date of Authorization Forms

- a. An employee's deduction will be effective the first workday of the month following the month in which Human Resources Employee Services Center receives an approved authorization form.
- b. Authorization forms submitted to change the amount of the deduction become effective the first workday of the month following the month in which Human Resources Employee Services Center receives the approved form. For example, authorization forms received between March 1 and March 31 will have the first deduction taken from pay for time worked in April and paid in late April (non-exempt employees) or the first of May (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 Rawls Course administrative office.

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 Employee Services Center as an amount to be deducted each paycheck and with a start and end date. The amount of the deduction will be entered on the form and will be based on fees established by the Rawls Course administrative office for the type and length of membership selected. The deduction will be ongoing until it is canceled or until the designated stop date has been reached.
- b. Deductions will be taken from each paycheck. If the employee is paid on a semi-monthly schedule, the deduction will be taken from each semi-monthly 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. In either case, the deduction is taken in advance for the next month's membership. For example, a deduction in late April (non-exempt) or on the first of May (exempt) will be for membership for the month of May.

7. Cancellation of Payroll Deduction

- a. Employees may forfeit their membership to the Rawls Course and obtain a cancellation of payroll deduction form from the Rawls Course administrative office. An employee should not contact the Payroll & Tax Services or Human Resources Employee Services Center directly since the deduction cannot be canceled without notifying the Rawls Course administrative office in writing.

- b. Once the employee notifies the Rawls Course administrative office in writing and the payroll cancellation form is reviewed, the Rawls Course will forward the cancellation form to Human Resources Employee Services Center.
- c. The notice of cancellation will become effective the first workday of the month following the month in which Human Resources Employee Services Center receives the notice. For example, a notice of cancellation received between March 1 and March 31 would become effective with wages earned in April. No deduction would be taken from the payroll in late April (non-exempt employees) or on the first of May (exempt employees).
- d. The employee is responsible for ensuring that cancellation forms are properly completed and turned into the Rawls Course administrative office in time to meet the deadline.

8. Refunds of Payroll Deductions

When an employee terminates employment, the Rawls Course administrative office 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 of the Rawls Course

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

A detailed report of the following will be available to the Rawls Course administrative office after each payroll process:

- a. Employee name
- b. Tech ID number
- 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.