Earnings Statement

Every employee at Texas Tech should review their earnings statement after each payday. By regularly checking your earnings statement you are verifying that your wages and deductions are correct on each pay period. If an employee notices a discrepancy in their earnings (underpayments or overpayments) or deductions, they should immediately contact their department and Payroll Services to have the necessary corrections or adjustments made to correct the error. To view your earnings statements follow these steps:

Go to your TTU/HSC Employee Tab
Click on “My Earnings Statement”
Click on “My Earnings Statements”
Select the Year in the drop down box next to Earnings Statement Year and click “Display”
Click on the earnings statement date for the earnings statement you want to review or print.

Holiday Schedule 2014

March 21, 2014

March 21st is the next scheduled holiday. Non-exempt benefits-eligible employees should report HOL hours on your Web Time Entry time sheet. Refer to TTU OP 70.42, Holidays or TTUHSC OP 70.06, Employee Working Hours and Holidays, for more information regarding state agency holidays.

Payroll Calendar For March & April

<table>
<thead>
<tr>
<th>Payroll ID and Number</th>
<th>Payroll Dates</th>
<th>Pay Period Total Hours</th>
<th>PAYDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>SM 6</td>
<td>March 1st-15th</td>
<td>80 Hours</td>
<td>March 25, 2014</td>
</tr>
<tr>
<td>SM 7</td>
<td>March 16th-31st</td>
<td>88 Hours</td>
<td>April 10, 2014</td>
</tr>
<tr>
<td>MN 4</td>
<td>March 1st-31st</td>
<td></td>
<td>April 1, 2014</td>
</tr>
<tr>
<td>SM 8</td>
<td>April 1st-15th</td>
<td>88 Hours</td>
<td>April 25, 2014</td>
</tr>
<tr>
<td>SM 9</td>
<td>April 16th-30th</td>
<td>88 Hours</td>
<td>May 9, 2014</td>
</tr>
<tr>
<td>MN 5</td>
<td>April 1st-30th</td>
<td></td>
<td>May 1, 2014</td>
</tr>
</tbody>
</table>

All cutoff dates and deadlines can be found on the Department End User Calendars.
TTU Payroll Reconciliation

It is important for all departments to reconcile their payroll registers after each semi-monthly or monthly on-cycle payroll to identify any issues. Reviewing these reports in a timely manner will ensure your employees are paid correctly and the departmental charges are accurate. Another benefit is avoiding overpayments and underpayments of wages to employees of this institution.

When verifying payroll transactions, one method is to use data provided by the HR047 – Payroll Expenditures and Encumbrances Report and tie that data to the FI040, the FI026 or the FI045 Report on the TTU side. Within this job aid are color coded guides to show how the information on the TTU FI040 report is referenced in the HR047 report.

* Along with the FOP, the Document ID from the finance report can be entered in the parameter field provided on the HR047 to see only those details.
* When comparing a finance report to an HR report, use fields such as Account, Document ID, Transaction Amount, and Transaction Description.
* SM in the Transaction description field refers to semi-monthly payroll while MN refers to monthly payroll

Screen shots of a suggested way to verify payroll information with a finance report are shown below for TTU. The report below contains sample data for illustration purposes.

TTU Finance Report – FI040 Operating Ledger Transaction Report by FOP

The color coded fields tie to the HR047 Payroll Encumbrance and Transaction Report on the following page. Notice the Document ID column.
Another great report that should be reviewed regularly is HR005 – Departmental Payroll Register. This report can be run for an entire organization or on a specific employee in your organization. This report is available the day before a pay date and can be reviewed to ensure all the employees in your organization were paid and paid correctly. Being proactive will reduce the amount of overpayments or issues with employee wages that your departmental FOAP’s may encounter.
HSC Payroll Verification

It is important for all departments to verify their payroll registers after each semi-monthly or monthly on-cycle payroll to identify any issues. Reviewing these reports in a timely manner will ensure your employees are paid correctly and the departmental charges are accurate. Another benefit is avoiding overpayments and underpayments of wages to employees of this institution.

There are several methods/reports that provide the details to assist in verifying payrolls.

Reconcile Finance Ledger to Payroll History

One method to reconcile payroll data is to utilize the drill-through feature on the following reports.

1. **BUDGET:** Operating Ledger: Public Folders>Budget>Budget Financial Reports>RPT_OPAL_005 Operating Ledger.

   A. Click the YTD amount to see transaction(s) that make up the amount.

   B. MN in the transaction description means monthly payroll and SM means semi-monthly payroll. Click the document number to see payroll details. If you have security to view HR data to the orgn, the payroll history will display.

   C. The payroll history report ties back to the finance document number on the transaction history which came from the Operating Ledger. It will display payroll detail by FOAP. Verify the employees and amounts are correct for the payroll.
Another method is to run the following HSC Finance reports to find the finance document number for a particular payroll. This finance document number can then be used to run a Human Resources payroll report.

2. **HSC FINANCE:**
   
   Examples of reports in the Finance folder are: Public Folders>HSC Finance>
   
   A. Finance Relative to Budget>Budget Account Code Summary
   B. Grants>Budget Account Code Summary for Grants
   
   Drill down on the YTD amounts to see Transaction Detail reports that provide the finance document numbers.

3. **HUMAN RESOURCES:** Public Folders>Human Resources>Departmental Users>Payroll Reports.
   
   C. RPT_PAYDIST_001 – Payroll History – This report gives data based on the parameter. This is different compared to the Payroll History from the Operating Ledger because it is not specific to the FOAP. It is specific based on the parameters entered. The Finance document number can be entered to see payroll related to that document number.
Other Payroll Verification Reports

Other reports are available to help you verify the payroll expenditures for your department.

I. HUMAN RESOURCES: Public Folders>Human Resources>Departmental Users>Payroll Reports.

The Payroll Reports folder has the following reports:

A. HR005 - Departmental Payroll Register – Report runs by orgn, employee, Payroll Number or combination of filters. This report is available the day before a pay date and can be reviewed to ensure all the employees in your organization were paid and the amounts paid. Verify the payroll amounts are correct and on the correct funding source.

Below is an example of the report ran for orgn 789012 for Calendar Year 2013 for the SM 18 payroll.

B. HR047 – Payroll Expenditure and Encumbrances Report – This report contains a lot of detailed payroll information. It may be run by orgn, account, document number, pay period, employee, or a combination of filters.

Being proactive will reduce the amount of overpayments or issues with employee wages that your departmental FOAP’s may encounter.