2014-2015 Fiscal Year Reminders

September 1, 2014 is the start of the new fiscal year, 2014-2015. This is just a quick reminder to both employees and departments to verify your appointments and salaries. This verification can be done in a variety of ways, but here are a few examples:

Departments should run report HR121 – Current and Future Appointment Report. This report may be run by the department to view both Exempt and Non-Exempt Employees by either the employee name or R number. This report may also be run by selecting the Organization Code for your department, for all the employees in your organization. Once the department runs this report, you can verify to make sure the appointment is correct by verifying the salary, position, factors and pay, FTE, job begin date, etc. to avoid overpayments and a possible underpayment of employees. This should be done ASAP before any payrolls for the month of September start to process.

Employees may ask departments to run the HR121 report to ensure their own appointments are correct. If an employee works for multiple departments, they should request a copy of this report from each department to verify his/her appointment(s). Once an employee receives a copy of this report, he/she should verify all the information is correct in regard to his/her hourly wage/salary, job title, FTE, factors and pay, etc. Employees may also verify their primary position under their TTU/HSC Employee Tab. Employees should click on the link “My Employment Information,” then click on “Job Summary”. Once they see the list of jobs, they should select and click on the current title to view job salary or hourly rate and job title.

Departments or employees who see any issues concerning their appointment, should notify their department immediately to correct the issue. This needs to be done ASAP, before the first September 2014 payroll starts for both exempt and non-exempt employees. Both departments and employees need to be proactive to make sure appointments and salaries are correct.

NOTE: TTU employees who have elected a salary spread should verify factors and pay on their appointment showing 9 over 12. 9 month faculty positions are able to have their salary spread over 12 months, if they elect this option. Those employees who have been on a previous salary spread in prior years and same position, should automatically be on a salary spread for the new fiscal year. These employees will just need to verify their factors and pay are correct. Faculty members who want to enroll for a salary spread, must complete a Faculty 12 Month Salary Spread Request form [link] and submit to Payroll Services no later than September 15, 2014, for the 2014-2015 fiscal year. The signed form can be scanned and email to Payroll Services at webmaster.payroll@ttu.edu.

Payroll Deadlines

Pay Date Guide

Electronic One-Time Payment System EOPS

Holiday Schedule 2014

September 1, 2014

There is one scheduled holiday for Texas Tech in the month of September. Non-exempt benefits-eligible employees, should report the correct HOL hours on your Web Time Entry Timesheet for this day only. Refer to TTU OP 70.42, Holidays or TTUHSC OP 70.06, Employee Working Hours and Holidays, for more information regarding state agency holidays.
SELF SERVICE BANNER

Self-Service Banner is accessed by logging into Raiderlink/Webraider. After logging in, the Employee tab provides useful information pertaining to your employment, as shown below. Once your appointment is applied in the system by Human Resources, you will be able to log into Raiderlink/Webraider to access your Employee tab. Your Employee tab has a vast amount of information available to you and this section will assist you to navigate through these links. This is the exact location as described during orientation to access your Web Time Entry Timesheet for those non-exempt employees and your Leave Report for those exempt employees. Once you log into Raiderlink/Webraider you will have several tabs to select. Employees will see either a “TTU Employee” tab or “HSC Employee” tab. Once an employee clicks on this tab you will see this channel on the page: “My Texas Tech Information”, see below.

On the "My Texas Tech Information" tab, you will be able find your Tech ID (R#) which is considered your unique identifier. Departments will ask employees for this R#, including Payroll Services and Human Resources to view and release information to you. The following page named Helpful Tips will help you navigate through this channel with a brief overview of each link.

My Timesheet

This link takes non-exempt employees directly to their Web Time Entry timesheets. Non-Exempt employees enter time daily on their WTE timesheet during the pay period. There are two pay periods, the 1st-15th, and the 16th-EOM. The pay dates for these pay periods are the 10th and 25th of the month respectively, unless this day falls on a weekend or holiday, then the pay date is the day before the weekend or holiday. Employees can visit our Payroll Services website at www.payroll.ttu.edu to view the payroll calendar for the year with the pay dates and hours in each pay period.
**My Leave Report**
This link takes exempt employees directly to their Web Leave Reports. Exempt employees are required to report their leave taken during the month on their Leave Report. These leave reports are due the 15th of the following month the leave time was taken. An example would be the January Leave Report is due February 15th. These leave reports must be submitted and fully approved by the 15th of each month.

**My Leave Balances**
This link takes employees to their leave balances for those employees that are leave eligible. Once you access this page, it will list the individual leave types, the available beginning balances, the leave hours earned or accrued during the fiscal year, the leave hours taken during the fiscal year, and the current leave balances for the fiscal year. Employees can get additional detailed information on each leave category by clicking on the individual links under the “Type of Leave” heading. Once you are in this screen, you will get a detailed fiscal year history of the leave reported on employees WTE timesheets or Web Leave Reports, along with the accruals earned during the current fiscal year. There is also a button on the bottom of the screen to view prior fiscal years if needed. If employees want more details on the history of these leave balances and accruals, there is a “Leave History by Employee” link on the bottom of this page also.

**My Personal Information**
This link allows employees to view and update their personal information. Employees are able to view and update their current address, phone number, emergency contact information, and ethnicity and race information. Employees are also able to view their email address and update a preferred first name. It is extremely important to make sure you have the correct address on file for W2 purposes.

**My Employment Information**
This link allows employees to view information that is directly related to their appointment and salary. Employees are able to view tax information such as their W4 withholdings and they also have access to view and print their W2’s online under “Tax Forms.” Employees also have access to view their primary position under “Job Summary” to view their job titles and the salary associated with that position. Under this section employees also have active links to access My Time Sheet, My Leave Report, their Leave Balances, their Pay Information, and also Electronic Personal Action Forms if applicable to your position.

**My Earnings Statement**
This link allows employees to view and print their earnings statements for each payroll payment they receive. Once you click on this link, it directs you to the Pay Information page. From here employee can click on the “My Earnings Statement” link to view and print their earnings statements. These statements have your year to date earnings, deductions for each payment received with gross to net earnings. There is a Printer Friendly button on the bottom of the page so you can print your earnings statement for your own personal records and for loan purposes also. It is extremely important that you review each earnings statement each month to verify your earnings have been paid correctly and the correct deductions are taken on each pay check. Under the Pay Information page employees are able to view their Earnings History and Deductions History for a selected period based on the date range the employee enters.
**View Pay Information**

This link allows employees to view their direct deposit allocation once they enroll for Direct Deposit for their payroll payments. The View Direct Deposit Allocation link will show employees what bank their direct deposit was sent to, along with the details of the payment or payments to each bank. Employees are allowed to have up to 3 bank accounts set up for direct deposit, and this allocation link will give the employee a breakdown of their current direct deposit. Under the Pay Information channel employees will also have a link to view their earnings statement, view their earnings history, and deduction history.

**Update My Direct Deposit**

This link allows employees to enroll for Direct Deposit online for all their payroll payments. This link also allows employees to make any changes or updates to their existing direct deposit accounts. Employees are allowed to have up to 3 bank accounts with Payroll Services. All the on-cycle payroll payments will go direct deposit if employees are enrolled for Direct Deposit. Direct Deposit is free to all employees and is easy to enroll. Make sure when you enroll, you select the Payroll tab to enroll. The reimbursement tab in My Direct Deposit is for travel and student reimbursements only, to set up direct deposit for payroll you must select the Payroll tab in My Direct Deposit. For additional assistance, see instructions below.

**Direct Deposit Instructions**

**To add an account:** Click on the green “+” Add Bank Account icon under the Employee Payroll Accounts tab. Once you have entered in your account info, click on the type of account you’re adding: checking or savings, then put a dollar amount or percentage. If you only want one account set up, the percentage will be 100%. Once you have entered your info click on the blue Submit button and your account will be added.

**To delete an account:** Click on the red “-” icon that is located on the far right of your account. A pop up will appear asking, “Are you sure you want to delete this bank account? You will not be able to undo this action.” Click on the red Delete button and your account will be deleted.

**To update an existing account:** Click on the gray edit icon that is located to the left of the routing number, account number, dollar amount, and percentage amount. Each of these fields can be changed. When you click on the gray edit icon you will get a pop up with a blank field, a black check mark and a black X. Update the information and click on the black check mark. If you do not click on the black check mark, your change will not go into effect. To change from a dollar amount to a percentage or a percentage to a dollar amount click on the gray edit icon with the word edit next to it and input the desired amount. This will switch the amount from one field to the other.

**To update the priorities (order) of accounts:** Click on the green “^” icon that is located on the right of each account. This will move that account up one level and move the account that was located above it down one level. There is a limit of 3 accounts and the last account listed will always be set at 100%. This means that the last account listed will receive the remaining amount of your paycheck.

*If you’re having problems updating or making changes to your direct deposit, it may be the type or version of internet you’re using. Make sure you’re using either Internet Explorer 9 or Internet Explorer 10 with the compatibility view/mode set to "on" and no additional installed tool bars, or Firefox. If this doesn’t fix your issue, email the Payroll Webmaster at webmaster.payroll@ttu.edu with your name, R number, and issue.*
Payroll Calendar For September & October

<table>
<thead>
<tr>
<th>Payroll ID and Number</th>
<th>Payroll Dates</th>
<th>Pay Period Total Hours</th>
<th>PAYDAY</th>
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<tbody>
<tr>
<td>SM 18</td>
<td>September 1st-15th</td>
<td>88 Hours</td>
<td>September 25, 2014</td>
</tr>
<tr>
<td>SM 19</td>
<td>September 16th-30th</td>
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<td>October 10, 2014</td>
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<tr>
<td>MN 10</td>
<td>September 1st-30th</td>
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<td>October 1, 2014</td>
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<tr>
<td>SM 20</td>
<td>October 1st-15th</td>
<td>88 Hours</td>
<td>October 24, 2014</td>
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<tr>
<td>SM 21</td>
<td>October 16th-31st</td>
<td>96 Hours</td>
<td>November 10, 2014</td>
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<tr>
<td>MN 11</td>
<td>October 1st-31st</td>
<td></td>
<td>November 3, 2014</td>
</tr>
</tbody>
</table>

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

Payroll Deadlines & Pay Date Guide

Exempt employees pay date is the 1st working day of the month.
Non-exempt employees pay days are the 10th and 25th of the month.
10th of the month for time worked the 16th – End of the month, unless this day falls on a weekend or holiday, then the pay day is the day before
25th of the month for time worked the 1st – 15th of the month, unless this day falls on a weekend or holiday, then the pay day is the day before

Web Time Entry Timesheets are due two business days after the end of the pay period by 6pm central time. Timesheets must be fully submitted and approved by this deadline to pay on the on-cycle payroll.
Time Clock Plus hours are due two business days after the end of the pay period by 4pm central time to meet the payroll deadline to pay on the on-cycle payroll.

Exempt Leave Reports are due the 15th of the month for the prior month.
Example would be the January leave report is due February 15th. (Note: the day the August leave report due in September can change for reporting reasons as needed.)

Manual Check Requests are paid on Fridays. Manual Checks Request forms received by 5pm central time on Friday will be paid the following Friday. All manual checks are paper checks.

All EOPS payments are paid with the employee’s on-cycle payroll payment.

Please keep these deadlines in mind to avoid a delay in payment. For additional questions and concerns please contact the Payroll Webmaster at webmaster.payroll@ttu.edu


**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 advice 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.

<table>
<thead>
<tr>
<th></th>
<th>Approval Deadline</th>
<th>Pay Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semi-Monthly Employee</td>
<td>One day after the last day of the pay period</td>
<td>On their 25th pay day check</td>
</tr>
<tr>
<td>Pay Period 1st — 15th</td>
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<td></td>
</tr>
<tr>
<td>Semi-Monthly Employees</td>
<td>One day after the last day of the pay period</td>
<td>On their 10th pay day check</td>
</tr>
<tr>
<td>Pay Period 16th — EOM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monthly Employees</td>
<td>The 18th of each month</td>
<td>On their monthly check paid on the 1st working day of the month</td>
</tr>
</tbody>
</table>

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 1, 2013 - January 15, 2014. His EOPS was fully approved by January 16, 2014. John will be paid on his January 25, 2014 paycheck.

**Example 2:** John Smith is a semi-monthly employee. His work performed dates are November 1, 2013 - January 20, 2014. His EOPS was fully approved by the January 16, 2014. Since his work performed date ran into the next scheduled pay period, John will be paid on his February 10, 2014 paycheck.

**Example 3:** Jane Smith is a monthly employee. Her work performed dates are September 1, 2013 - December 31, 2013. Her EOPS was approved on November 1, 2013. Since the work performed ended December 31, 2013, she will be paid on her January 2, 2014 paycheck.