Verifying Information on Form W-4

All FAQs can be found on the Payroll & Tax Services website
http://www.depts.ttu.edu/payroll/faqs/index.php

Please check the federal tax withholding on your earning statements. If you would like to make any adjustments to your Form W-4, please complete and submit a new form to Human Resources.

http://www.depts.ttu.edu/hr/documents/fw42016.pdf

State Income Tax

Texas does not have state income tax withholding. However, we do withhold deductions and report for residents of other states who we employ. If you are hired while residing in another state, be sure to update your address on your W-4 if your residency status changes. Several states use the federal Form W-4 for state income tax withholding elections and the state in the address section on the Form W-4 may result in state income tax withholding.
Summer Insurance Premiums

TTU 9 Month Faculty Members Enrolled in Insurance:

Email notifications went out regarding your insurance premiums for the summer months of June, July, and August. To ensure there is no lapse in coverage during the summer, your “out of pocket” premiums will be pre-deducted from your April 1, May 2, and June 1 paychecks. These are automated deductions, therefore no action is needed by you. If you have any questions about this process, please send an email to webmaster.payroll@ttu.edu.

Deadlines for Semi-Monthly Employee’s Hours on WTE and TimeClock Plus:

This is a reminder to all semi-monthly employees who are hourly and report hours on web time entry timesheets or through TimeClock Plus, it is important that all employees report the correct number of hours they work per day, each day they come to work. Entering your hours daily avoids any issues that you may have in regards to submitting your hours to get paid. Non-Exempt employees are paid twice a month and the pay periods are the 1st – 15th of the month, and the 16th – End of the month. Employees are encouraged to fully submit their timesheets for approval on the last day of the pay period. Every employee must review their timesheet to make sure all hours or leave time is submitted correctly using the correct leave code, if applicable, before submitting their time for approval. Approvers have until 6pm central time, two business days after the pay period ends, to fully approve timesheets.

Non-exempt employees who are paid through the Employee One-Time Payment System must have their EOPS fully approved one business day after the end of the pay period. These EOPS payments follow the normal on-cycle payroll schedule in regards to the pay date. Keep in mind, the work performance dates must be within the pay period schedule and fully approved by the deadline to be paid with the scheduled on-cycle semi-monthly payroll. If you have further questions on payroll deadlines, departments and employees can refer to the Payroll Services General Deadlines link that can be found under your TTU or HSC Employee tab.
HR121 Current and Future Appointment Report

Departments are encouraged to run HR121 Current and Future Appointment Report each month and after each ePAF is applied to verify the appointments of employees are correct. This report can be run to view both Exempt and Non-Exempt Employees by the employee’s name or R number. This can also be run by selecting the Organization Code for your department and will list all the employees in the organization. Once the report is processed, you can verify to ensure the salary, position, factors and pay, FTE, job begin date, etc. are correct to avoid overpayments and a possible underpayment to employees.

Another benefit of this report allows departments access to view and confirm...

- Active earn code,
- Correct special rates, and
- End dates to stop payment and avoid overpayments (as necessary).

Additionally, the report will display the employee’s current and future position appointments (requires access to the employee’s position organization). If you hire an employee in your organization with one of your positions, but the employee’s home organization is with another department, you will be able to view the employee’s appointment for your organization’s position.
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>88 Hours</td>
<td>March 25, 2016</td>
</tr>
<tr>
<td>SM 7</td>
<td>March 16th-31st</td>
<td>96 Hours</td>
<td>April 8, 2016</td>
</tr>
<tr>
<td>MN 4</td>
<td>March 1st-31st</td>
<td></td>
<td>April 1, 2016</td>
</tr>
<tr>
<td>SM 8</td>
<td>April 1st-15th</td>
<td>88 Hours</td>
<td>April 25, 2016</td>
</tr>
<tr>
<td>SM 9</td>
<td>April 16th-30th</td>
<td>80 Hours</td>
<td>May 10, 2016</td>
</tr>
<tr>
<td>MN 5</td>
<td>April 1st-30th</td>
<td></td>
<td>May 2, 2016</td>
</tr>
</tbody>
</table>

These are the only scheduled holidays for Texas Tech in the month of March. For those benefits eligible employees, please report the correct HOL hours on your Web Time Entry Timesheet for this day only. Refer to TTU OP 70.42, Holidays or TTUHSC/TTUHSC El Paso OP 70.06, Employee Working Hours and Holidays, for more information regarding state agency holidays.

March 11, 2016 for EL Paso HSC ONLY • March 18, 2016 for TTU & HSC ONLY