End of Fiscal Year Reminders and General Reminders

Vacation Leave Roll

The end of the 2016-2017 fiscal year is coming to close on August 31, 2017 and this is a reminder to all employees and departments to plan vacation time to reduce your vacation balance to avoid those hours in excess of the maximum allowed to roll to sick time. Texas Tech System and Texas Tech University employees can refer to OP 70.45 Vacation Leave, and Texas Tech University Health Sciences Center employees can refer to OP 70.01 Leave of Absence to view the maximum allowed vacation hours to carry over each fiscal year.

Faculty 12 Month Deferred (Salary Spread) Pay Forms

For TTU employees only, faculty members who are currently on a salary spread for the prior fiscal year, 2016-2017, will automatically be re-enrolled for a salary spread on their same eligible 9 month faculty position. No action is required. If a faculty member is moving to a new eligible 9 month faculty position, a new Faculty 12 Month Deferred Pay Form will need to be submitted. New 9 month faculty members who would like to have their 9 month salary spread over 12 months, will need to fill out this form and submit it to Payroll & Tax Services by September 15, 2017 to be effective for the new fiscal year 2017-2018. Any eligible 9 month employee who does not submit the Faculty 12 Month Deferred Pay Form by the deadline will not be on a salary spread for the 2017-2018 fiscal year. This form can be found on our payroll website at www.payroll.ttu.edu under forms.

Insurance Benefits

This is a general reminder to all departments, when submitting an ENJOB ePAF on employees, this does not terminate employment nor insurance benefits on these employees. Departments are responsible for insurance premiums (both employee and employer portions) if an ENJOB ePAF is submitted instead of a TERMI (termination) ePAF, and the insurance remains active for the employee. Again, the department will be fully responsible for all months of insurance coverage when coverage is active. If an employee is not expected to return back to work, a TERMI (termination) ePAF should be submitted. In addition, a 9 month employee who does not have a summer appointment and did not have any summer pre-deductions, will be billed for their insurance premiums. If premiums are not paid by the due date, all dependents will be dropped from their health insurance.
coverage and all optional insurance coverages will be canceled. The employee will not be able to re-enroll in cancelled coverages until open enrollment with a coverage effective date of 9/1/17 unless they have a qualifying life event. Employees enrolled in insurance who are not working in the summer will be billed for their “out of pocket” insurance premiums. If premiums are not paid by the deadline stated in the bill, coverage(s) will be reduced and/or canceled for nonpayment. If you have any questions contact Laci Craft at 806-834-0331.

*Please note that it is extremely important for employees to review their earnings statement each pay period, especially when electing insurance coverage. This will verify that the correct amounts and options are being deducted from each paycheck.

**Review Summer Appointments**

For TTU employees only, this is a general reminder to departments and employees to verify summer appointments, verify the salary is correct, and to verify the employee should actually be receiving payment. It is the responsibility of both the employee and department to verify appointment and salary are correct. Each year, we have several employees who are overpaid during the summer months for incorrect salary appointments. Employees and departments can refer to OP 69.10 Payroll Overpayment Policy to see what the process is if an overpayment is discovered. It is extremely important to catch these early to avoid any issues from a budgeting standpoint for the department, and to avoid an incorrect W2 from an employee’s perspective. Employees are encouraged to view their online earnings statement after each payment they receive to verify all salaries and deductions are correct, and departments are encouraged to run their payroll registers and cognos reports to verify the payments to employees are correct.

**ATTN: Foreign National Students/Employees and Departments hiring Foreign National Students Employees**

The Fall semester brings new and talented students and employees to our campuses and departments, often from countries outside of the U.S. As such, there are additional rules that apply to the taxation of these foreign national students and employees. In order to make their time at TTU as beneficial as possible, we utilize the GLACIER tax software for calculating tax withholding for these individuals. To better understand GLACIER and its purpose, please see below.

**What is GLACIER?** GLACIER is a software that assists in determining the appropriate federal income tax withholding rate to be applied to payments made to foreign national students and employees. GLACIER considers an individual’s current immigration status, prior visits, tax residency, and country of citizenship to determine if an individual qualifies for tax treaty exemptions.

**Why should I complete GLACIER?** Without completing GLACIER, your withholding defaults to the maximum amount, and tax treaties or tax exemptions cannot be applied. Completing GLACIER may lower your Federal Income Tax withholding, which means more money in your pocket.

**Who should complete GLACIER?** Foreign national students or employees that will be earning wages.

**What do I need to do to start a GLACIER account?** Departments and/or individuals, please send the following information for the foreign national student/employee to tax.forms@ttu.edu 1. full name, 2. Banner ID/R#, 3. email address, and 4. pay schedule (i.e. monthly or semi-monthly).

If you have any questions, please send them to tax.forms@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>Employee Classification</th>
<th>Approval Deadline (HAS TO BE FULLY APPROVED)</th>
<th>Pay Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semi-Monthly Employee Pay Period 1st — 15th</td>
<td>One day after the last day of the pay period</td>
<td>On the 25th pay day check</td>
</tr>
<tr>
<td>Semi-Monthly Employees Pay Period 16th — EOM</td>
<td>One day after the last day of the pay period</td>
<td>On the 10th pay day check</td>
</tr>
<tr>
<td>Monthly Employees</td>
<td>The 18th of each month</td>
<td>On the 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, 2015 - January 15, 2016. His EOPS was fully approved by January 18, 2016. John will be paid on his January 25, 2016 paycheck.

Example 2: John Smith is a semi-monthly employee. His work performed dates are November 1, 2015 - January 20, 2016. His EOPS was fully approved by the January 18, 2016. Since his work performed date ran into the next scheduled pay period, John will be paid on his February 10, 2016 paycheck.

Example 3: Jane Smith is a monthly employee. Her work performed dates are September 1, 2016 - December 31, 2016. Her EOPS was approved on November 1, 2016. Since the work performed ended December 31, 2016, she will be paid on her January 2, 2017 paycheck.

For more information on EOPS please reference A&F Work Tools on your Raiderlink/Webraider and under Human Resources click on Training Materials for ePaf, EOPS, and Payroll or visit http://www.depts.ttu.edu/afism/trainingv2/trainingMaterials.asp?tabid=contectTab2
Happy 4th of July

July 4, 2017 is the scheduled holiday for Texas Tech in the month of July. 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 start agency holidays.

Payroll Calendar For July & August

<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 14</td>
<td>July 1(^{st})-15(^{th})</td>
<td>80 Hours</td>
<td>July 25, 2017</td>
</tr>
<tr>
<td>SM 15</td>
<td>July 16(^{th})-31(^{st})</td>
<td>88 Hours</td>
<td>August 10, 2017</td>
</tr>
<tr>
<td>MN 8</td>
<td>July 1(^{st})-31(^{st})</td>
<td></td>
<td>August 1, 2017</td>
</tr>
<tr>
<td>SM 16</td>
<td>August 1(^{st})-15(^{th})</td>
<td>88 Hours</td>
<td>August 25, 2017</td>
</tr>
<tr>
<td>SM 17</td>
<td>August 16(^{th})-31(^{st})</td>
<td>96 Hours</td>
<td>September 8, 2017</td>
</tr>
<tr>
<td>MN 9</td>
<td>August 1(^{st})-31(^{st})</td>
<td></td>
<td>September 1, 2017</td>
</tr>
</tbody>
</table>

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