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 3rd, May 1st, and June 1st 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.

Independent Contractor Questionnaire

Attention Buyers! Starting April 1, 2017, TTUS has a new Independent Contractor Questionnaire (ICQ) available for contracting services with individual/sole proprietor vendors. Both the prior form (versions prior to Feb. 2017) and the new form (Feb. 2017 revision) will be accepted until May 31, 2017. Beginning June 1, 2017, only the new ICQ form will be accepted/reviewed by Payroll & Tax Services office. To download the new ICQ, please follow the link...

For TTU: TTU/TTUS ICQ
For HSC: TTUHSC ICQ
For HSC El Paso: TTUHSC-EP ICQ
HR121 Current & Futures Appointment Report

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 2017 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.

HR030 Employee Current Leave Balances Report

HR030 has been updated to include all accrued leave and leave taken by fiscal year. All employees who are leave eligible must report all their leave time taken. Exempt employees need to submit their leave time taken on their Web Leave Reports by the deadline of the 15th of the following month.

Reporting leave taken in a timely manner will ensure that employees leave balances are correct at all times. Reporting leave time late, or using the incorrect leave code, could cause overpayments for employees.

Non-Exempt employees are to report their leave time on their Web Time Entry Timesheets or Time Clock Plus, if applicable. Any non-exempt employee who does not submit their leave time on the semi-monthly payroll or did not enter the correct leave code or hours taken should report the adjustment on a non-exempt employee Manual Leave Adjustment Form signed by both the employee and supervisor/manager of the department. Reporting leave taken in a timely manner will ensure that employees leave balances are correct at all times. Reporting leave time late or using the incorrect leave code, could cause overpayments for employees.

Departments will be able to view current leave balances for their department or one employee.
Dashboard Launch

The employee self-service portal has undergone an upgrade and a new look. The purpose of this upgrade is to provide employees with a more usable and informative view into their personal, employment, and job related information.

Greater Access and Efficiencies

- Moving to a clean, modern look and feel
- Easier viewing and navigation to information
  - Improved user experience

New and Enhanced Functionality

- Introduce concepts of a dashboard and profile
  - Added manager features
- Easy access to view sick and vacation balances
May 29th is the scheduled holiday for Texas Tech in the month of May. 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.

## Payroll Calendar For May & June

<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 10</td>
<td>May 1(^{st})-15(^{th})</td>
<td>88 Hours</td>
<td>May 25, 2017</td>
</tr>
<tr>
<td>SM 11</td>
<td>May 16(^{th})-31(^{st})</td>
<td>96 Hours</td>
<td>June 9, 2017</td>
</tr>
<tr>
<td>MN 6</td>
<td>May 1(^{st})-31(^{st})</td>
<td></td>
<td>June 1, 2017</td>
</tr>
<tr>
<td>SM 12</td>
<td>June 1(^{st})-15(^{th})</td>
<td>88 Hours</td>
<td>June 23, 2017</td>
</tr>
<tr>
<td>SM 13</td>
<td>June 16(^{th})-30(^{th})</td>
<td>88 Hours</td>
<td>July 10, 2017</td>
</tr>
<tr>
<td>MN 7</td>
<td>June 1(^{st})-30(^{th})</td>
<td></td>
<td>July 3, 2017</td>
</tr>
</tbody>
</table>

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