



2017—2018 Fiscal Year Reminders

September 1, 2017 is the start of the new fiscal year. This is just a quick reminder to both employees and departments to verify your new fiscal year appointments and salaries. This verification can be done in a variety of ways, but here are two ways:

1. Departments can run report HR121 – Current and Future Appointment Report. This report can be run by the department to view both exempt and non-exempt employees by the employee’s name or R number. The report can also be run by selecting the organization code for your department and it will return all the employees in that organization. Please verify information to ensure the appointment is correct by reviewing the salary, position, factors and pay, FTE, job begin date, etc. to avoid overpayments and a possible underpayment to employees. Please complete ASAP before any payrolls for the month of September process.
2. Employees can request departments run the HR121 report on themselves to verify their appointment(s). If an employee is hired in multiple departments, please request a copy of this report from each department to verify all appointment(s). Once an employee receives a copy of this report, employees should verify all the information is correct in regard to hourly wage/salary, job title, FTE, factors and pay, FTE, etc. Employees can also verify their primary position under the TTU/HSC Payroll & Tax tab. Employees can click on the “Job Summary” link under “My Employment Information”. A list of jobs will display and the current job title should be selected to view job salary or hourly rate and job title.

IMPORTANT NOTICE:

Departments or employees who see any issues regarding their appointment, should notify the department and/or HR immediately to correct the issue. Please complete ASAP, before the first September 2017 payroll processes for both exempt and non-exempt employees. Both departments and employees need to be proactive to ensure appointments and salaries are correct.

Employees should view their earnings statements after each payroll to verify their wages and deductions are correct. This should be done each and every time employees are paid. By reviewing your earnings statements in a timely manner, wages and deductions can be corrected immediately to avoid issues on future checks. Issues need to be reported by the employee by emailing the problem to the Payroll Webmaster at webmaster.payroll@ttu.edu.

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Compensatory Time Overview

TTU and SYS staff employees in a full-time non-exempt (semi-monthly paid) position will begin accruing compensatory leave time when the number of hours worked in the FLSA workweek (Sunday – Saturday) exceeds 40 hours effective October 1, 2017.

Compensatory Time Accrual:

All hours worked during the workweek will be paid out at the regular rate at the time the employee is paid for the pay period in which the hours are worked and the employee will accrue the ½-time portion as compensatory leave time.

For example, if an employee works 45 hours during a FLSA workweek, the employee will receive a payment for regular pay (RGH) for 45 hours and will accrue compensatory leave time for 2.5 hours ($5 * \frac{1}{2}$). The result of the payment of RGH and accrual of compensatory leave time is 7.5 hours which is 1 ½ times payment for the 5 hours worked in excess of 40 during the week.

Comp Time accrual is limited to 80 hours in a twelve month period. Employees are encouraged to work with their departments to ensure that the 80 hour accrual limit is not exceeded. In the event that accrual exceeds 80 hours, Payroll & Tax Services will process a payout of the number of hours in excess of 80 hours. Accrual periods are as follows:

- Initial implementation will begin 10/1/17 and accrual period will end 3/31/18.
- Regular accrual period will be from April 1 to March 31.

Compensatory leave payments will occur:

- **When hours are reported on time sheet** - Employees will enter compensatory time used during the pay period when completing their time sheet for the period. Departments may require employees to use compensatory leave time before using vacation leave. If compensatory leave time is entered in excess of available balance, excess hours will be deducted from vacation leave if time is available. If the vacation leave balance is insufficient to cover the excess hours reported, the payment will be docked for the excess hours reported.
- **When compensatory leave time balance exceeds 80 hours** – A manual check will be issued for payment of the number of hours accrued in excess of 80 hours.
- **End of accrual period** – Accrual period ends on March 31. All balances remaining following the March 31 pay period end date will be paid out to the employee by manual check in a lump sum payment of unused compensatory leave time. Employees are encouraged to use any compensatory leave balances before the end of the March 31 pay period.
- **Termination/Department change** – Employees will be paid by manual check the compensatory leave time balance upon termination or changes in department.

Payments for compensatory leave issued by manual check will be paid based on your account setup for direct deposit. If you do not have an account setup for Payroll payments, you will receive a physical check.

Employees will continue to report all actual hours worked (clock in/out).

Supervisors will continue to set work schedules and must approve additional hours worked beyond 40 hours in a workweek.

Earnings Statement

Employees have access to their earnings statement after each payment they receive from Payroll & Tax Services at least one day prior to that payment date. The earnings statement can be viewed and printed online 24/7 via Raiderlink/Webraider. You can find the link to your earnings statement under the Payroll & Tax tab, select the year in the drop down box, and click on the date of the check to view and print your earnings statement. Employees are encouraged to view these statements after each payment received. By viewing these earnings statements, employees can verify the wages and deductions on each payment received is correct. If an employee has elected a deduction and they do not see it on their earnings statement, employees need to contact Payroll & Tax Services by sending an email to webmaster.payroll@ttu.edu so the issue can be researched. Mistakes do happen from time to time, but it is important that these issues are reported immediately to get them resolved and fixed going forward. For example, an employee has elected medical coverage for their family. They elect this benefit and understand what the premium will be per paycheck. When this employees views their earnings statement, but does not notice this insurance premium being taken from their check, they need to contact Payroll & Tax Services to research this issue. If an employee ignores this and this error is caught months later, the employee is still responsible for the full premiums from day one. The employee will be charged the entire amount on their next available paycheck to catch-up all the premiums due. It is the responsibility of the employee to not only make sure their salary is correct, but to make sure all deductions are taken correctly each and every pay period. To avoid these types of issues, it is important that employees review their earnings statements on a regular basis.

Direct Deposit

Employees are encouraged to enroll for Direct Deposit for their payroll payments. This setup can be done online 24/7 via Raiderlink/Webraider. When you log into Raiderlink/Webraider, you can go to the Payroll & Tax tab, under Pay Information you will see a link named **Update/Create My Direct Deposit**. Click on this link and be sure to add your banking information under the Employee Payroll Accounts tab, this is the setup for payroll only. Once you have added or changed your banking information, be sure to save your changes. You will receive an automated generated email that a change has been made to your banking information. This is a very important email. Anytime you receive this email, it is for a change that has been made to your direct deposit records. If you did not make the change, you need to contact the number on the email immediately. You will never be asked to provide your eraider username or password on an email. Be sure to take these emails seriously, this could affect you receiving your direct deposit payment. An employee is always able to view their direct deposit allocation by clicking on the **View Direct Deposit Allocation** link under the Payroll & Tax tab to verify their banking information. When you get paid, you are also able to see how your payment was distributed on your Earnings Statement. Be sure to review this earnings statement after each payment received. If you have an questions about direct deposit, you can send your questions to webmaster.payroll@ttu.edu.



Safe. Simple. Secure.



September 4, 2017 is the scheduled holiday for Texas Tech employees in the month of September. 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 OP 70.06, Employee Working Hours and Holidays, for more information regarding state agency holidays.

Payroll Calendar For September & October

Payroll ID and Number	Payroll Dates	Pay Period Total Hours	PAYDAY
SM 18	September 1 st -15 th	88 Hours	September 25, 2017
SM 19	September 16 th -30 th	80 Hours	October 10, 2017
MN 10	September 1 st -30 th		October 2, 2017
SM 20	October 1 st -15 th	80 Hours	October 25, 2017
SM 21	October 16 th -31 st	96 Hours	November 10, 2017
MN 11	October 1 st -31 st		November 1, 2017

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