Compensatory Time

TTU and TTUS staff employees in a full-time non-exempt (semi-monthly paid) employee class accrue compensatory leave time when the number of hours worked in the FLSA work week (Sunday – Saturday) exceeds 40 hours.

All hours worked during the work week will be paid out at the regular rate and the employee will accrue the ½-time portion as compensatory leave time.

Reports available to departments are as follows:

HR207 Estimated Comp Time Expense | The report provides an estimated expense by FOP for the current comp time leave balance and rate of pay.

HR030 Employee Current Leave Balance | Provides employee leave balance. The report can be run for selected leave types.
Retiree surcharges

If retired after September 1, 2005 and work more than one-half time (50% fte) in the calendar month, the department is required to pay a surcharge of 14.5\% of the total salary paid for the month. This surcharge is charged to the FOP the retiree is paid from.

*NOTE: The 14.5\% is a combination of the employee contribution rate of 7.7\% and the employer contribution rate of 6.8\%*

Number of hours allowed to work

If retired prior to January 1, 2011:
* Can work an unlimited amount of time without forfeiting an annuity.

If retired January 1, 2011 or after:
* Can work up to one-half time without forfeiting an annuity.
* Can work more than one-half time IF retiree had a full 12 consecutive-calendar-month break from all employment with TRS-covered employers. Without the required break in service, retiree will forfeit their annuity for each month worked more than one-half time.

Hours worked for ALL employees

Due to new TRS reporting guidelines that went into effect 9/1/17, TRS now monitors the actual number of hours employees work. As a reminder, employees classified as Benefits Eligible at 50\% or more FTE, MUST work or submit leave time for a **minimum** hours of one-half time (50\% FTE) **each** month. If the employee does not meet this requirement they will forfeit their TRS membership retro-active to 9/1/17. Please see example below:

March has 22 work days (Monday – Friday)

\[
22 \times 8 = 176 \text{ work hours}
\]

\[
176 \div 2 = 88 \text{ hours to equal one-half time}
\]

A minimum of 88 hours, worked or submitted as leave time, would be required in March.
Tax Season | Reprint Requests & Review Form W4 Information

- Form W2 reprints can be requested by emailing the Payroll Webmaster with your name and R number at webmaster.payroll@ttu.edu

- 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.irs.gov/pub/irs-pdf/fw4.pdf

Earnings Statement

After each payroll payment, please review your earnings statement for the following:

- To make sure all hours that were reported were paid.
- The correct deductions are being taken.
- Form W4 exemptions are correct.
- Verify the payment method: paper check or direct deposit.

Summer Insurance Premium | TTU 9 Month Faculty 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 2nd, 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.
March 9, 2018 for HSC El Paso HSC ONLY • March 15-16, 2018 for TTU & HSC ONLY

These are the 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.

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 1(^{st})-15(^{th})</td>
<td>88 Hours</td>
<td>March 23, 2018</td>
</tr>
<tr>
<td>SM 7</td>
<td>March 16(^{th})-31(^{st})</td>
<td>88 Hours</td>
<td>April 10, 2018</td>
</tr>
<tr>
<td>MN 4</td>
<td>March 1(^{st})-31(^{st})</td>
<td>88 Hours</td>
<td>April 2, 2018</td>
</tr>
<tr>
<td>SM 8</td>
<td>April 1(^{st})-15(^{th})</td>
<td>80 Hours</td>
<td>April 25, 2018</td>
</tr>
<tr>
<td>SM 9</td>
<td>April 16(^{th})-30(^{th})</td>
<td>88 Hours</td>
<td>May 10, 2018</td>
</tr>
<tr>
<td>MN 5</td>
<td>April 1(^{st})-30(^{th})</td>
<td></td>
<td>May 1, 2018</td>
</tr>
</tbody>
</table>

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