PAYROLL & TAX SERVICES

September / October 2018 Newsletter
Volume 5, Issue V

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Fiscal Year Appointment Reminder

**September 1, 2018** 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. This 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 to 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 their TTU/HSC Employee Tab. 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 2018 payroll processes for both exempt and non-exempt employees. Both departments and employees need to be proactive to make sure appointments and salaries are correct.

Contact Information

webmaster.payroll@ttu.edu | Doak Hall: 806-742-3211 | HSC Office: 806-743-2998
Employees should view their earnings statements after each payroll to verify 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.

**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 employee 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.
Employee Relocation Changes

Recent passage of the Tax Cuts and Jobs Act removes the individual moving expense deduction effective January 1, 2018. This change will limit an employer's ability to pay and/or reimburse an employee's moving expense as a **nontaxable** payment. Please refer to the **Employee Relocation Expense Changes** document for details on how to process faculty/staff moves that occurred in 2017 as well as procedural guidance for moves occurring after December 31, 2017.

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**Deadlines**

- Web Time Entry Timesheets are due two business days after the end of the pay period by 6pm central time. Timesheets must be fully submitted and approved by this deadline to pay on the on-cycle payroll.

- Time Clock Plus hours are due two business days after the end of the pay period by 1pm central time to meet the payroll deadline to pay on the on-cycle payroll.

- Exempt Leave Reports are due the 15\textsuperscript{th} of the month for the prior month.

- Manual Check Requests are paid on Fridays. Manual checks received by 5pm central time on Friday will be paid the following Friday. All manual checks are now direct deposit.

- All EOPS payments are paid with the employee’s on-cycle payroll payment and must be fully approved by one day after the last day of the pay period for semi-monthly employees and on the 18th for monthly employees.
### Payroll Calendar For September & October

<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 18</td>
<td>September 1&lt;sup&gt;st&lt;/sup&gt;-15&lt;sup&gt;th&lt;/sup&gt;</td>
<td>80 Hours</td>
<td>September 25, 2018</td>
</tr>
<tr>
<td>SM 19</td>
<td>September 16&lt;sup&gt;th&lt;/sup&gt;-30&lt;sup&gt;th&lt;/sup&gt;</td>
<td>80 Hours</td>
<td>October 10, 2018</td>
</tr>
<tr>
<td>MN 10</td>
<td>September 1&lt;sup&gt;st&lt;/sup&gt;-30&lt;sup&gt;th&lt;/sup&gt;</td>
<td></td>
<td>October 1, 2018</td>
</tr>
<tr>
<td>SM 20</td>
<td>October 1&lt;sup&gt;st&lt;/sup&gt;-15&lt;sup&gt;th&lt;/sup&gt;</td>
<td>88 Hours</td>
<td>October 25, 2018</td>
</tr>
<tr>
<td>SM 21</td>
<td>October 16&lt;sup&gt;th&lt;/sup&gt; - 31&lt;sup&gt;st&lt;/sup&gt;</td>
<td>96 Hours</td>
<td>November 9, 2018</td>
</tr>
<tr>
<td>MN 11</td>
<td>October 1&lt;sup&gt;st&lt;/sup&gt; - 31&lt;sup&gt;st&lt;/sup&gt;</td>
<td></td>
<td>November 1, 2018</td>
</tr>
</tbody>
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All cutoff dates and deadlines can be found on the Department End User Calendars.

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**Happy Labor Day**

September 3, 2018 is the scheduled holiday for Texas Tech employees. 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.