Fiscal Year Appointment Reminder

September 1, 2019 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 2019 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.
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.

Earnings Statement

Employees have access to their earnings statement after each payment received 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. Simply click on the Payroll & Tax tab and in the Pay Information section, click on the Earnings Statements (Pay Stubs) link.

1. Select the Payroll & Tax tab

2. Select Earnings Statements (Pay Stubs)

The following screen will be the Employee Dashboard overview. In the Pay Information section, click on All Earnings Statements link near the middle of the page to view your earning statement by calendar year.

3. Select All Earnings Statements
In the next screen, your earning statements will appear by calendar year. Select the desired year by clicking on the drop down box. Then click on the available pay date link in blue to view.

Lastly, the selected Earnings Statement Detail will appear. To print, click on the Printer Friendly option located near the top.

Employees are encouraged to view these statements after each payment received. By viewing these earnings statements, employees can verify that the wages and deductions of each payment received is correct. If an employee has elected a deduction and they do not see it on their earnings statement, they will 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 sees an insurance premium is not deducted from their check, they need to contact Payroll & Tax Services to research the issue. If an employee ignores this and the error is caught months later, the employee is still responsible for the full premiums from the beginning of the election. 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 earnings statements on a regular basis.
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>
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<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, 2019</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>88 Hours</td>
<td>October 10, 2019</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, 2019</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, 2019</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 8, 2019</td>
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<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, 2019</td>
</tr>
</tbody>
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September 2, 2019 is the scheduled holiday for Texas Tech employees. For those benefits eligible employees, please report the correct HOL hours on your Web Time Entry or TimeClock Plus Timesheet. Refer to TTU OP 70.42, Holidays or TTUHSC OP 70.06, Employee Working Hours and Holidays, for more information regarding state agency holidays.

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