

Comparing Texas Tech’s “Employee Class” Groups

Texas Tech’s Job Titles with associated Employee Class Codes, as listed in the Pay Plan, were created based on the work to be performed. Following is a comparison of the three “Employee Class” Groups.

Characteristic	Texas Tech’s Three “Employee Class” Groups		
----------------	--	--	--

Pay Plan

1. Work may be described as	Project oriented; Workload, Assignments	Project oriented; Academic Class Load	Task oriented
2. Employee Class Group and “Legal” Label	Exempt: 12 month staff, 12 month Administrative Faculty	Faculty: 9 month teaching duties (a sub-category of Exempt)	Nonexempt
3. Employee Classes, FT/PT	E1, E4 – Staff F8, F7 – Faculty	F1, F4	N1, NO
4. Pay Rate, Pay Frequency	Annual Salary: Earned over 12 months	Annual Salary: Earned over 9 months	Hourly: Paid twice in a month

Payroll Schedule

5. Payroll Description	Monthly (MN)	Monthly (MN)	Semi-monthly (SM)
6. FACTORS: # Periods	12	9	24
7. PAYS: # Checks	12	9	24
8. Method of Reporting Work and Leave time	No timesheet; report leave hours by 15 th of next month	No timesheet; report leave hours by 15 th of next month	Must complete a timesheet with work and leave hours
9. Payroll Period	1 st – month end	1 st – month end	1 st – 15 th and 16 th – end
10. Pay Day	1 st working day of next month	1 st working day of next month	25 th & 10 th , or last work day prior if holiday or weekend

ePAF Entries

11. Hours per Day, Avg * Full Time 1.0 FTE * Half Time .5 FTE	(8 times FTE) 8 4	(8 times FTE) 8 4	(8 times FTE) 8 4
12. Hours per Pay, Avg * Full Time 1.0 FTE * Half Time .5 FTE	(173.33 times FTE) 173.33 86.67	(173.33 times FTE) 173.33 86.67	(86.67 times FTE) 86.67 43.33