OPERATING POLICY AND PROCEDURE

OP 69.07: Payroll Deduction Designated to Texas Tech for Recreational Sports Fee

DATE: May 6, 2021

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to set forth policies and procedures related to payroll deductions for Recreational Sports membership fees at Texas Tech University.

REVIEW: This OP will be reviewed in March of even-numbered years by the Managing Director of Recreational Sports, Assistant Vice President for Human Resources, and Chief Payroll Officer with substantive revisions forwarded to the Senior Vice President for Administration & Finance and Chief Financial Officer.

POLICY/PROCEDURE

1. Background

The 77th regular session of the Texas Legislature passed House Bill 1545, which allows employees to authorize a payroll deduction for payment of a recreational sports fee for use of the Student Recreation and Aquatic Center (Texas Government Code, § 659.202).

2. General

a. Faculty and staff of Texas Tech University may authorize payment for membership to the Student Recreation and Aquatic Center via payroll deductions for themselves, their spouse, and their children. (This became effective July 15, 2002.)

b. Payroll deductions must be established for a minimum of two months and must run concurrently with membership.

3. Authorizations and Change of Deduction

a. Employees may obtain a deduction authorization form from the Office of Recreational Sports, Room 202, Student Recreation Center. All forms must be completed in the Office of Recreational Sports. All memberships expire Sunday after August commencement. Those signed up for payroll deduction will automatically renew. Members are allowed to add or drop dependents during the fiscal year. This must be approved by the Business Office of Recreational Sports and accepted by Human Resources.

b. After the forms are reviewed and processed by the Business Office of Recreational Sports, they are immediately forwarded to Human Resources. Forms will not be accepted by Human Resources without prior review and approval by the Office of Recreational Sports.
4. **Effective Date of Authorization Forms**
   
a. An employee’s deduction will be effective the first workday of the month following the month in which Human Resources receives an approved authorization form.

   b. Authorization forms submitted to change the amount of the deduction become effective the first workday of the month following the month in which Human Resources receives the approved form. For example, authorization forms received between March 1 and March 31 will have the first deduction taken from pay for time worked in April and paid on April 25 (non-exempt employees) or the first of May (exempt employees).

5. **Salary or Wages to Support a Deduction**

   Employees are solely responsible for ensuring that their salary or wages are sufficient to support an authorized deduction.

   If the employee’s salary or wages are not sufficient to cover the entire deduction authorized, then no partial deduction will be made.

   If there is not sufficient salary to support the deduction, the deduction may not be made up by deduction from the employee’s subsequent payments of salary or wages. Amounts due because of a missed deduction must be paid directly to the Office of Recreational Sports.

   The university is not liable or responsible for any damages or other consequences resulting from an employee authorizing an incorrect contribution deduction amount.

6. **Frequency and Amount of Deductions**

   a. All authorized deductions will be submitted to Human Resources as an amount to be deducted each pay period, with a start and no end date. The amount of the deduction will be entered on the form and will be based on fees established by the Office of Recreational Sports for the type and length of membership selected. The deduction will be ongoing until it is canceled by the employee.

   b. If the employee is paid on a semi-monthly schedule, the deduction will be taken from each paycheck. If the employee is paid on a monthly schedule, the deduction will be taken from the check issued on the first working day of the month.

7. **Cancellation of Payroll Deduction**

   a. Employees may forfeit their membership to the Student Recreation and Aquatic Center and obtain a cancellation of payroll deduction form from the Department of Recreational Sports, Room 202 of the Student Recreation Center. An employee should not contact Human Resources or Payroll & Tax Services directly since the deduction cannot be canceled without turning in the membership card.

   b. Once the form is reviewed and membership cards are returned, Recreational Sports will forward the cancellation form to Human Resources.

   c. The notice of cancellation will become effective the first workday of the month following the month in which Human Resources receives the notice. For example, a notice of cancellation
received between March 1 and March 31 would become effective with wages earned in April. No deduction would be taken from the payroll on April 25 (non-exempt employees) or on the first of May (exempt employees).

d. The employee is responsible for ensuring that cancellation forms are properly completed and turned into the Office of Recreational Sports in time to meet the deadline.

8. **Refunds of Payroll Deductions**

When an employee terminates employment, the Office of Recreational Sports will determine if there has been an overpayment of membership fees and will refund to the employee any overpayment of the employee’s deductions.

9. **Transmittal of Funds of the Recreational Sports Department**

Payroll & Tax Services will automatically post the deductions to the account designated by the Recreational Sports department. The posting will occur when the payroll processing is complete for the cycle in which the deduction is scheduled.

A detail report of the following will be sent to the Recreational Sports office after each payroll/processing run:

a. Employee name

b. Employee identification number (R#)

c. Amount deducted

10. **Right to Change Policy**

Texas Tech University reserves the right to interpret, change, modify, amend, or rescind this policy, in whole or in part, at any time without the consent of employees.