



# PAYROLL SERVICES



TTUS/TTU/TTUHSC

July/August 2014

Volume I, Issue IV

## Vacation Leave Roll

The end of the 2013-2014 fiscal year is coming to a close on August 31, 2014 and it is time for the annual vacation leave roll process after the MN 9 and SM 17 2014 on-cycle payrolls. Employees who have questions on the maximum vacation hours allowed to carry over can refer to OP 70.45

Vacation Leave <http://www.depts.ttu.edu/opmanual/OP70.45.pdf> for Texas Tech University employees and HSC OP 70.01 Leave of Absence <http://www.ttuhscc.edu/hsc/op/op70/op7001.pdf>

for Texas Tech University Health Sciences Center employees. Check your leave balances by accessing the Raiderlink portal at <http://portal.texastech.edu> or Webraider portal at <http://webraider.ttuhscc.edu>, clicking on the TTU/HSC Employee tab, then clicking on "My Leave Balances". Please meet with your supervisor to plan any vacation time off to reduce your balance accordingly.



## Holiday Schedule 2014

July 4th is the only scheduled holiday for Texas Tech in the month of July. 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 OP 70.06, Employee Working Hours and Holidays, for more information regarding state agency holidays.



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### Contact Information

webmaster.payroll@ttu.edu

Doak Hall: 806-742-3211

HSC Office: 806-743-2998

## Payroll Calendar For July & August

Payroll ID and Number	Payroll Dates	Pay Period Total Hours	PAYDAY
SM 14	July 1 <sup>st</sup> -15 <sup>th</sup>	88 Hours	July 25, 2014
SM 15	July 16 <sup>th</sup> -31 <sup>st</sup>	96 Hours	August 8, 2014
MN 8	July 1 <sup>st</sup> -31 <sup>st</sup>		August 1, 2014
SM 16	August 1 <sup>st</sup> -15 <sup>th</sup>	88 Hours	August 25, 2014
SM 17	August 16 <sup>th</sup> -31 <sup>st</sup>	80 Hours	September 10, 2014
MN 9	August 1 <sup>st</sup> -31 <sup>st</sup>		September 1, 2014

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

# Manual Check Request

A manual check request form is used to pay an employee who has either missed a payroll due to not submitting their timesheet in a timely manner or whose ePaf was not applied in time. Another reason a manual check request form should be submitted is to pay the difference in a pay increase or if the employee used the wrong shift code. Manual check request forms need to be submitted by 5 pm on Friday and will pay the following Friday.

## How To Complete A Manual Check Request Form

Determine which form to complete, exempt or non-exempt. The forms can be found on the payroll website under Forms and Procedures (<http://www.depts.ttu.edu/payroll/forms/index.asp>). Fill in the blanks at the top of the form.

The diagram shows a manual check request form with the following fields and callouts:

- Date Prepared:** xx/xx/20xx (The date the form is prepared)
- Preparer's Name:** Masked Rider (The name of the person completing the form)
- Contact Phone:** XXX-XXX-XXXX (Phone number of the person completing the form)
- Dept. Org #:** BXXXXX (Org # from the time sheet org)
- Dept. Name:** Testing (Name of the employee's department)
- Employee Tech ID:** RXXXXXXXXX (Employee's R#)
- Emp Name:** Raider Red (Name of the employee receiving the manual check)
- COA:** T (Chart Of Account: T-TTU, H-HSC, S-System)
- Fund:** XXAXXX
- ORGN:** BXXXXX
- Acct:** XAXXXX
- Program:** XXX (This is the FOAP that follows the job labor distribution assigned to the position)
- Payment Request From:** 7/1/2014
- To:** 7/15/2014 (The payroll period the employee needs to be paid for. Semi-Monthly will need to be from either 1st-15th or 16th-end of the month date. Monthly will need to only be the dates the employee needs to be paid for)
- Position:** TXXXXX
- Suffix:** XX (The position & suffix # the employee needs to be paid on)

For Semi-Monthly employees, the breakdown of attendance section will need to be completed.

The diagram shows the Breakdown of Attendance table with the following callouts:

- Earnings Code:** RGH, SCK, VAC (This is the type of hours that need to be paid, ex: regular hours worked, sick, vacation, etc.)
- Shift:** 1 (This is always 1 unless the employee needs to be paid under a correctional health care shift)
- Total Hrs:** 32, 16, 40 (This is the total # of hours for each earnings code. Don't forget to add the total and input in the total hours box.)
- Week Ending:** 7/5/2014, 7/12/2014, 7/15/2014 (Under the Week Ending row, list Saturday's date until you reach either the 15th or the end of the month date. Below each of these dates should be the total amount of hours reported for that week only.)
- Total Hours:** 88 (Breakdown of Attendance MUST equal total hrs. To enter additional earnings code and hours, please attach additional form with the information.)

Earnings Code	Shift	Total Hrs	Week Ending	Week Ending	Week Ending
Enter Week Ending in the spaces provided			7/5/2014	7/12/2014	7/15/2014
RGH	1	32	32		
SCK	1	16			16
VAC	1	40		40	
Total Hours:		88			

For Monthly employees, the earnings section will need to be completed.

This is the type of earnings that need to be paid, ex: RGS, CPA, ADC, etc.

For a full paycheck for an entire month you may put the Units, but it is ok to leave this blank.

Earnings:		
Earnings Code	Shift	Units

This can be 1, P6, L1, etc.

Payroll Use:	Earnings Code	Amt Owed
Notes:		

Payroll use only, do not input anything here

Lastly the Justification and Signature sections will need to be completed.

An explanation of why a manual check request form is being submitted. Be as precise and specific as possible, this will prevent an overpayment.

Justification for manual check:	
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Employee's Signature: \_\_\_\_\_

ORG Manager's Signature: \_\_\_\_\_

Please have the employee confirm and sign to verify they agree with the dates to pay. Auditors look at this type of information. If the employee is out sick, please put unavailable and keep copies for your department files as well as a copy for the employee.

Must be signed to verify payment and that the employee did work during the specified dates.

After completing the manual check request form you may scan and email to [webmaster.payroll@ttu.edu](mailto:webmaster.payroll@ttu.edu), send through campus mail at MS 1092, or fax to 806-743-3065. If you would like to receive a confirmation, please email the form. You will receive a response the same day along with a date and location where the employee may pick up their paper check. If there is a pending ePaf, please wait to submit the manual check request form until after the ePaf has been applied by HR.

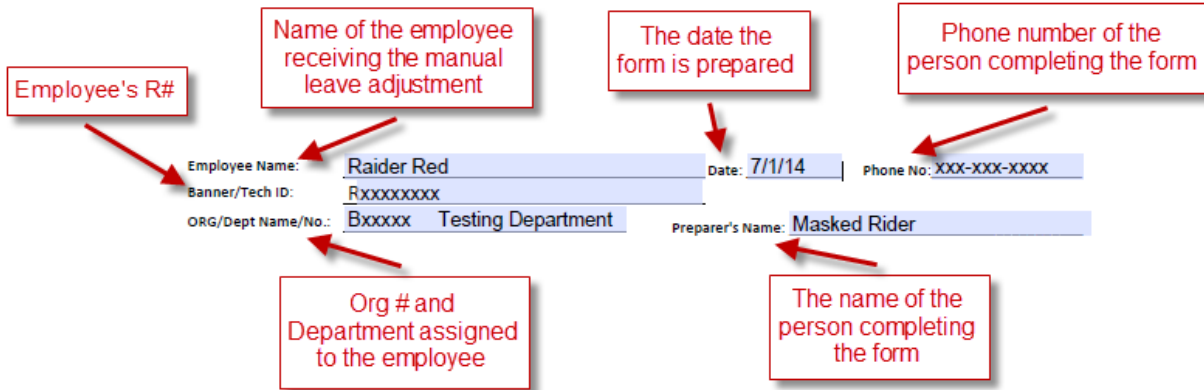
Please note that all manual check requests are paper checks. Employees receiving a manual check payment will need to show a picture ID to pick up their check at either the Payroll Office or HR office. Pick up locations for Lubbock: TTU employees will need to go to the payroll office at room 135 in Doak Hall. HSC employees will need to go to the payroll office at room IB134 in the HSC building. At the regional campuses where there is no Payroll Services office, the Human Resource office is authorized to distribute paychecks. Employees may have their checks mailed out of Lubbock by providing Payroll Services with a stamped, self-addressed envelope for each check to be mailed. On payday, checks will be released only to the named payee unless written authorization is given by the payee instructing otherwise. The person designated will be required to provide a written authorization from the payee, along with their own identification to match the authorized name on the written authorization from the payee.

# Manual Leave Adjustment

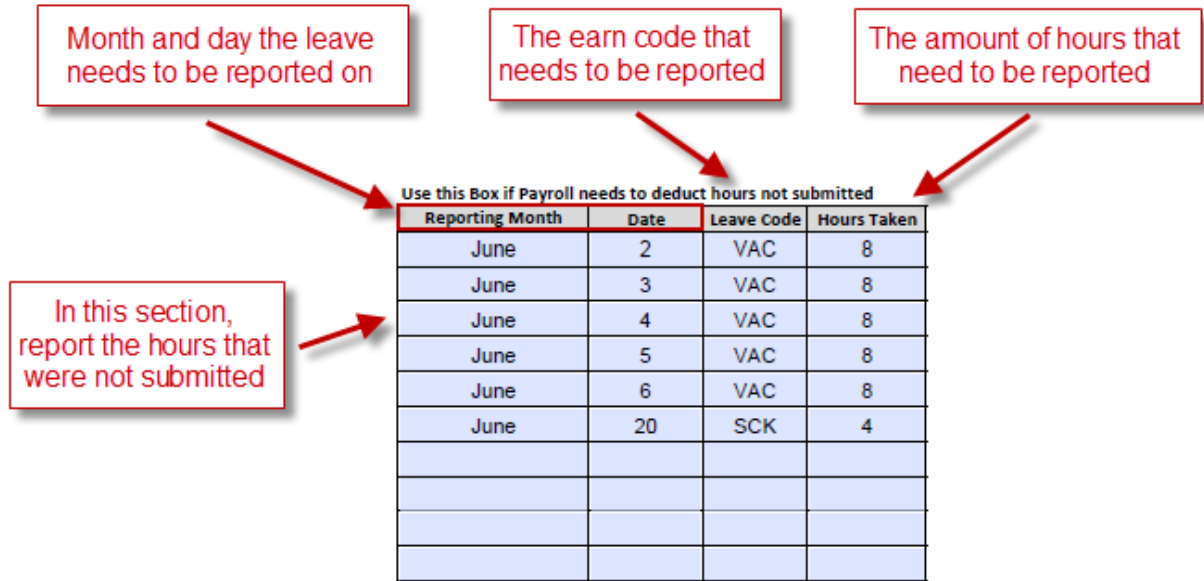
A manual leave adjustment form allows employees to report leave hours after a payroll has been processed. Another reason would be to correct leave time that was either reported under the wrong earn code or entered in the wrong amount of hours.

## How To Complete A Manual Leave Adjustment Form

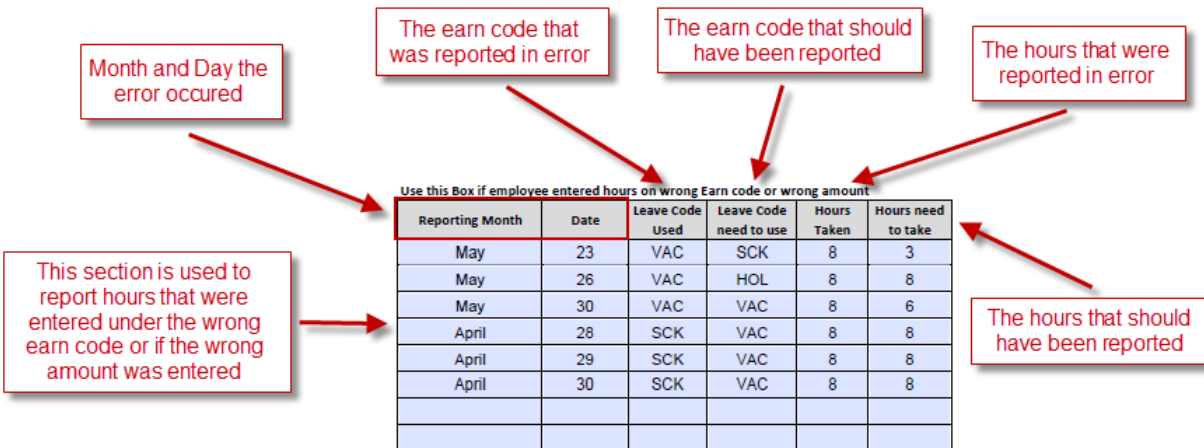
The form can be found on the payroll website under Forms and Procedures (<http://www.depts.ttu.edu/payroll/forms/index.asp>). Fill in the blanks at the top of the form.



Next determine which box needs to be completed. This box is used to deduct hours not submitted.



This box is used to enter hours that were reported under the wrong earn code or wrong amount.



At the bottom of the form is a list of the different types of leave and codes that can be used.

	Codes	Types of Leave	Codes
Assistance Dog Training	ADG	Military Emergency LV	MELV
Blood Donor	DBX	Organ Donor	ORL
Bone Marrow Transplant	BMT	Educational Activities	PTC/PTX
Emergency Leave	EMG	Red Cross	RDC
Firefighter EMS	FFX	Sick Leave	SCK
Foster Parent	FPX	Sick Leave Exception	SLE
Funeral	FNX	Sick Leave Pool	SLP
HSC Holiday Comp (HSC ONLY)	HCP	SVC. Excellence Award	SEL
Holiday	HOL	Vacation	VAC
Jury Duty	JDX	Voting	VOX
Military Leave	MIL	Reserve Law Offcr LV	RLT/RLX

This is the type of leave and codes to report

Next complete the Comment section located at the right of the form.

An explanation of why a manual leave adjustment form is being submitted, if needed

Comments:

Lastly complete the Signature section located at the bottom of the form.

Must be signed to verify the reported hours.

Approver Signature:

Employee Signature:

Please have the employee confirm and sign. Auditors look at this type of information. If the employee is out sick, please put unavailable and keep copies for your department files as well as a copy for the employee.

After completing the manual leave adjustment form you may scan and email to [webmaster.payroll@ttu.edu](mailto:webmaster.payroll@ttu.edu), send through campus mail at MS 1092, or fax to 806-742-1589. If you would like to receive a confirmation, please email the form. Don't forget to make copies for your files prior to submitting to Payroll Services.

## OVERPAYMENTS

The subject of overpayments has become a very hot topic within the institution. It is extremely important that we appoint employees correctly and their salaries are paid in a timely manner. It is very important for departments to verify their summer appointments are correct. During the summer months and the first month of the fiscal year are the highest months for overpayments. Departments need to be proactive and should pull their HR121 – Current and Future Appointment Report to verify their Fall/Spring Appointments have ended and their Summer Appointments are correct. Departments should reconcile their payroll registers after each on-cycle payroll has completed. Departments can review our Payroll Services Newsletter for March/April 2014 for additional information on payroll reconciliation. Being proactive will reduce the amount of overpayments or issues in regards to employee wages that your departmental FOAP's may encounter.



During the summer appointments of 2013 we had over \$210,000 in overpayments for our exempt monthly employees alone. These overpayments could have been avoided by both the department and employees. Departments must verify these appointments are correct and ended on time. There are several Cognos reports that are available to departments to verify these salaries are paid correctly. Employees should also verify their earnings statement after each payroll to verify they were paid correctly. If a department or employee encounters an error in regards to pay, it is their responsibility to notify the department and Payroll Services of the overpayment due to an incorrect appointment or error. If a department or employee identifies an overpayment they can refer to OP 69.10 Payroll Overpayment Policy for instructions and procedures that need to be followed to correct the overpayment.

## FACULTY 12 MONTH SALARY SPREAD FORMS – TTU ONLY

On or before September 1<sup>st</sup>, all TTU faculty members will receive an email from Payroll Services to verify they will be paid over 9 months or if a salary spread currently exists. Once you receive this email, please verify and contact Payroll Services immediately at [webmaster.payroll@ttu.edu](mailto:webmaster.payroll@ttu.edu) if you feel your information is incorrect.

New faculty members or current faculty whose job appointments will change to 9 month have the option to elect a 12-month salary spread. Salary spread forms can be found on the payroll website [www.payroll.ttu.edu](http://www.payroll.ttu.edu) under forms and procedures or directly at <http://www.depts.ttu.edu/payroll/forms/documents/SalarySpread.pdf>. These forms are due to Payroll Services by September 15, 2014 to be effective for



the new 2014-2015 Fiscal Year. Once the September 2014 monthly payroll has processed, employees who have not submitted their spread forms will be delayed until next fiscal year.



No action is required for faculty who currently have a salary spread and whose job appointment is not changing.