



VACATION LEAVE ROLL

The end of the 2014-2015 fiscal year is coming to a close August 31, 2015. This means it is time for the annual vacation leave roll process after the August monthly and August 16 - 31 semi-monthly on-cycle payrolls. If employees have questions regarding maximum vacation hours allowed to carry over, please refer to OP 70.45 Vacation Leave <http://www.depts.ttu.edu/opmanual/OP70.45.pdf> for Texas Tech University and HSC OP 70.01 Leave of Absence <http://www.ttuhscc.edu/hsc/op/op70/op7001.pdf> for Texas Tech University Health Sciences Center. Check your leave balances by accessing the Raiderlink portal at <http://portal.texastech.edu> or Webraider portal at <http://webraider.ttuhscc.edu> by clicking on the TTU/HSC Employee tab, then click "My Leave Balances". Please meet with your supervisor to plan any vacation time off to reduce your balance accordingly.



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FACULTY 12 MONTH DEFERRED (SALARY SPREAD)

PAY FORMS TTU ONLY

These forms are due to Payroll Services no later than September 15, 2015 to be effective for the new 2015-2016 Fiscal Year. For the upcoming fiscal year, all faculty (both current and new), need to complete a new Faculty 12 Month Deferred Pay Form. All Deferred Pay



forms received after the September 2015 monthly payroll has processed will be effective September 1, 2016. All faculty members will receive an email from Payroll Services in July to verify their 9 or 12 month payment election. Once you receive this email, please verify your election. If your election is inaccurate, please contact Payroll Services immediately to make sure your appointment is correct as a 9/9 position or a 9/12 position. Both will have a link to the Faculty 12 Month Deferred Pay Form that must be completed, signed, scanned, and emailed back to Payroll Services if you elect a salary spread. Questions should be directed to the payroll webmaster at webmaster.payroll@ttu.edu. The Faculty 12 Month Deferred Pay form can be found on our website www.payroll.ttu.edu under Forms and Procedures. A direct link to the form is: <http://www.depts.ttu.edu/payroll/forms/documents/SalarySpread.pdf>

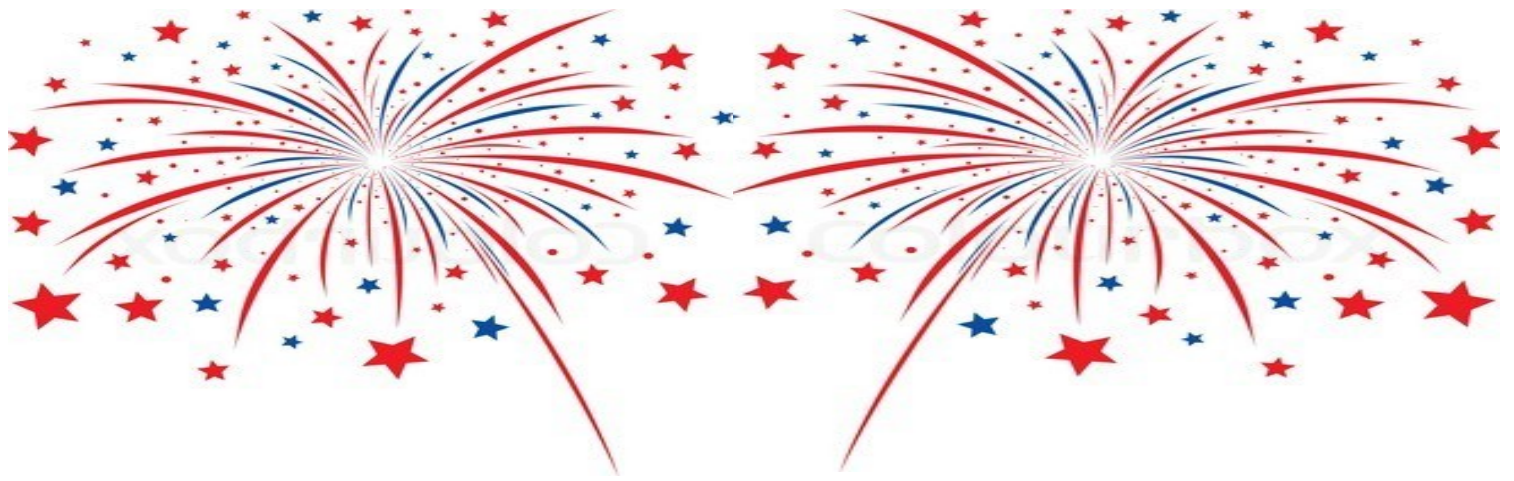
HR121 – CURRENT AND FUTURES APPOINTMENT REPORT

Departments are encouraged to run HR121 – Current and Futures Appointment Report each month and after each ePAF is applied to verify the appointments of employees are correct. This report has been updated with new features that should assist departments to ensure appointments are accurate. One of the new features is a list of employee's positions by FTE first, and the combined total of the annual salary. Appointments with zero FTE are separated, and the Additional Compensation is totaled separately. In the Job Information section, the status of positions is written. For example, prior to the enhancements an active appointment would display the letter "A", now it has the word "Active". Another new feature is the Earnings Information section that lists the employee's active earn codes with an effective date and possible end date. This section will assist departments that assign an employee to a special earn code, like ADC that pays each month. These earn codes will pay each month until there is an end date. By verifying this report, departments can view if the earn code is active, if the special rate is correct, and if necessary, an end date to stop the payment, thus avoiding an overpayment. Additionally, the report will display the employee's current and future position appointments if you have access to

the employee's position organization.

This means if you hire an employee in your organization with one of your positions, but the employee's home organization is with another department, you will be able to view the employees appointment for your organization's position.





Holiday Schedule 2015

July 3, 2015 is the only scheduled holiday for Texas Tech University Health Sciences Center employees in the month of July. For benefits eligible employees, please report the correct **HOL** hours on your Web Time Entry Timesheet. Refer TTUHSC OP 70.06, Employee Working Hours and Holidays, for more information regarding state agency holidays. Texas Tech University does ***not*** have a scheduled holiday.

Payroll Calendar For July & August

Payroll ID and Number	Payroll Dates	Pay Period Total Hours	PAYDAY
SM 14	July 1 st -15 th	88 Hours	July 24, 2015
SM 15	July 16 th -31 st	96 Hours	August 10, 2015
MN 8	July 1 st -31 st		August 3, 2015
SM 16	August 1 st -15 th	80 Hours	August 25, 2015
SM 17	August 16 th -31 st	88 Hours	September 10, 2015
MN 9	August 1 st -31 st		September 1, 2015

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