



2016—2017 Fiscal Year Reminders

September 1, 2016 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. Cognos 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 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 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 2016 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 need to 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.

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Contact Information

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FLSA

The Fair Labor Standards Act (FLSA) is a federal law administered by the Department of Labor (DOL) that regulates employment rules such as minimum wage, the rules for determining eligibility for overtime, and how overtime is paid. Under the FLSA, employees are entitled to pay at the rate of one and a half times the employee's regular hourly wage for all hours worked in excess of 40 in a given workweek, unless that employee falls within one or more of the white collar exemption statuses.

Upon request from federal administration, the DOL has amended the rules that pertain to the eligibility to be exempt from the payment of overtime. This new rule changes the minimum salary an employee must be paid to be considered exempt from overtime to \$47,476 per year or \$913 per week. This affects all employers who have more than 50 employees, not just Texas Tech University. For more information visit: www.depts.ttu.edu/hr/FLSA/

Payroll & Tax Tab

The portal has been upgraded to a new more sleek look and along with this upgrade, we have added a new Payroll & Tax tab. This tab was developed to give the end user a more user friendly environment to get the payroll and tax information needed for themselves and for their employees. The Payroll & Tax tab has been divided into three sections: Employee Resources, Administrative Resources, and Important Payroll Announcements.

The Employee Resources section gives the employee the ability to view personal information 24/7 by clicking on the correct link that applies to the information needed. Employees are able to view and update their address, access timesheets or leave reports to report hours or leave time, view and print earnings statements, view and print copies of Form W2s, and able to view the current pay schedule for the upcoming pay periods. Payroll & Tax Services encourages all employees to click on each link to see what information is available to them 24/7 in Raiderlink/Webraider.

The Administrative Resources section gives approvers and departments an easy one-stop section for many of the questions or forms needed to submit to Payroll & Tax Services for employees. Each section under administrative resources addresses the payroll deadlines for departments, questions regarding fringes, operating policies, manual payroll forms that may need to be submitted along with instructions on completing these forms, and a monthly calendar view of Payroll and HR deadlines. A legend for the calendar is also available when departments hover over the calendar with the deadlines. This was developed to assist both approvers and departments to ensure deadlines are met so employees are paid in a timely manner.

The screenshot shows the TTU Payroll & Tax portal interface. At the top is a navigation bar with the following tabs: Home, MyTech, Employee, News, Available Budget, A&F Work Tools, Payroll & Tax (highlighted in red), Research Administration, and My Content. Below the navigation bar is a sub-header for "Payroll & Tax". The main content area is divided into three columns:

- Employee Resources:**
 - My Personal Information
 - View Addresses and Phones
 - Update Addresses and Phones
 - View E-mail Addresses
 - My Employment Information
 - My Time Sheet
 - My Leave Report
 - Jobs Summary
 - Leave Balances
 - Pay Information
 - Update/Create My Direct Deposit
 - View Direct Deposit Allocation
 - My Earnings Statements (Pay Stubs)
 - Earnings History
 - Deductions History
- Administrative Resources:**
 - Administrative Links
 - Department End User Calendars
 - Cognos Reporting
 - Payroll Deadlines and Pay Day Guide
 - Operating Policies
 - Approved Independent Contractors
 - Fringe Projection Application
 - Training Materials and Instruction Guides
 - Payroll Forms
 - Leave Adjustment Form
 - Lump Sum Vacation Certification Form
 - Manual Check Request - Exempt Employees Form
 - Instructions
 - Example
 - Manual Check Request - Non-Exempt Employees Form
 - Instructions
 - Example
- Important Payroll Announcements:**
 - General Deadlines
 - Non-Exempt Employee August 16th, 2016 through August 31st, 2016 approved electronic time sheets must be submitted by: **6:00 pm CT on September 2, 2016**
 - August 2016 approved electronic exempt employee leave reports are due on: **September 15, 2016**
 - September 2016 approved electronic exempt employee leave reports are due on: **October 15, 2016**
 - Insurance Benefits
 - It is extremely important for employees to review their earnings statement each pay period to verify the correct insurance premiums and options are being deducted from each paycheck.
 - 9 month employees who do not have a summer appointment and did not have summer pre-deductions taken in the spring will be billed for summer insurance premiums. If premiums are not paid by the due date, all dependents will be dropped from their health

Earnings Statement

Employees have access to their earnings statement after each payment issued by Payroll & Tax Services processes. Earning statements can be viewed one day prior to the payment date. The earnings statement can be viewed and printed online 24/7 via Raiderlink/Webraider. You can find the link to your earnings statement under the Payroll & Tax tab, select the year in the drop down box, and click on the date of the check to view and print your earnings statement. Employees are encouraged to view statements after each payment is received. By viewing earnings statements, employees can verify the wages and deductions on each payment issued are correct. If an employee has elected a deduction and they do not see it on their earnings statement, employees 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, and finds that the insurance premium is not being withheld from their check, they need to contact Payroll & Tax Services to research the issue. If an employee does not bring attention to the discrepancy and the error is caught months later, the employee is still responsible for the full premiums from day one. 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 their earnings statements on a regular basis.

Direct Deposit

Employees are encouraged to enroll for Direct Deposit for their payroll payments. Direct Deposit setup can be done online 24/7 via Raiderlink/Webraider. When you log into Raiderlink/Webraider, go to the Payroll & Tax tab, under Pay Information you will see a link named **Update/Create My Direct Deposit**. Click on this link and be sure to add your banking information under the Employee Payroll Accounts tab, this is the setup for payroll only. Once you have added or changed your banking information, be sure to save your changes. You will receive an automated generated email that a change has been made to your banking information. This is a very important email. Anytime you receive this email, it is for a change that has been made to your direct deposit records. If you did not make the change, you need to contact the appropriate number on the email immediately. You will never be asked to provide your eraider username or password in an email. Be sure to take these emails seriously, this could affect you receiving your direct deposit payment. An employee is always able to view their direct deposit allocation by clicking on the **View Direct Deposit Allocation** link under the Payroll & Tax tab to verify their banking information. When you get paid, you are also able to see how your payment was distributed on your Earnings Statement. Be sure to review the earnings statement after each payment is issued. If you have questions about direct deposit, you can send your questions to webmaster.payroll@ttu.edu.



Safe. Simple. Secure.



HAPPY LABOR DAY

SEPTEMBER 5, 2016 IS A SCHEDULED HOLIDAY FOR TEXAS TECH EMPLOYEES. FOR THOSE BENEFITS ELIGIBLE EMPLOYEES, PLEASE REPORT THE CORRECT HOLIDAY 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.

Payroll Calendar For September & October

Payroll ID and Number	Payroll Dates	Pay Period Total Hours	PAYDAY
SM 18	September 1 st -15 th	88 Hours	September 23, 2016
SM 19	September 16 th -31 st	88 Hours	October 7, 2016
MN 10	September 1 st -31 st		October 3, 2016
SM 20	October 1 st -15 th	80 Hours	October 25, 2016
SM 21	October 16 th -31 st	88 Hours	November 10, 2016
MN 11	October 1 st -31 st		November 1, 2016

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