End of Year Deadlines

With another year coming to an end, Payroll & Tax Services wants to give everyone a few reminders about the upcoming holiday schedule and payroll deadlines. Departments and employees can view the Department End User Calendars for deadlines regarding timesheets, ePAF’s, and scheduled pay dates. Some additional important items to keep in mind:

- Paper Form W2’s will be mailed out by the post office no later than January 31, 2019.
- Electronic Form W2’s are scheduled to be available on January 24, 2019 under your employee tab in Raiderlink/Webraider. If you consent for electronic delivery, you will not receive a paper copy Form W2.
- Please review and update your addresses through the “My Personal Information” link on your employee tab. It is important for the Form W2 process as well as other mailings from Payroll & Tax Services.
- Departments, please have all your non-exempt employees submit their timesheets for the December 1st - 15th pay period on time and approved by December 17th to avoid a delay on the December 21st pay date. Employees who do not submit their timesheet timely will need a manual check request submitted by their department. Manual Check Requests for the December 1st - 15th period will pay on January 4, 2019.
- The deadline for Manual Check Requests for calendar year 2018 is December 7th. Requests received by 5 pm central time December 7th will be paid December 14th. Any requests received after the December 7th deadline thru December 31, 2018 at 5pm central time will be paid on January 4, 2019.
- The EOPS deadline for the December monthly payroll is 5 pm central time December 18th. EOPS must be fully approved by this time to process and pay with the monthly payroll.
- All overpayments must be paid by 5 pm central time December 14, 2018 to ensure the employee’s 2018 Form W2 is accurate.

It is very important for both departments and employees to be proactive with the payroll deadlines to ensure employees are paid in a timely manner. This is especially true during the holiday season with short payroll deadlines. Departments and employees can refer to the Payroll & Tax Services General Deadlines link under the Payroll & Tax tab in Raiderlink/Webraider for additional information.
OP 70.06 Employee Working Hours

Recordkeeping and Overtime Exemptions

a. Each employee, unless specifically exempt from the recordkeeping provisions of the Fair Labor Standards Act (FLSA), will submit a daily record of actual hours worked and applicable leave usage.
b. The hours worked and leave usage will be reported in a manner and form prescribed by the university in order to meet the payroll processing deadlines.
c. A non-exempt employee required to check in and out of work by a time clock will have his/her hours worked and leave usage electronically transmitted to Payroll & Tax Services in order to meet the payroll processing deadlines. Time clock records must be preserved for a period of three years in the employing dept.
d. Employees exempt from the overtime provisions of FLSA are not normally required to submit a daily record of hours worked and leave usage. However, benefits eligible exempt employees are required to report leave usages in a manner and form prescribed by the university in order to meet the payroll processing deadlines. If an administrator determines that there are business reasons that benefit the university, he/she may require exempt employees to submit a daily record of hours worked and leave usage or to check in and out of work by a time clock.
e. An employee cannot be employed partially in an exempt status and partially in a non-exempt status. An employee employed partially in any non-exempt status is considered entirely non-exempt. Each administrator appointing an employee in any non-exempt status is responsible for ensuring that accurate records are maintained on the total hours worked by that employee.
f. Administrators are accountable for reviewing and approving complete and accurate records of hours worked by non-exempt employees under their charge. Neither an employee nor an administrator may disregard or circumvent the recordkeeping or overtime requirements of the FLSA or the university by instructing or permitting an employee to submit an incorrect record of hours worked and/or leave usage or by any other means.
g. Violations of the Fair Labor Standards Act may result in both civil and criminal penalties including monetary fines and/or imprisonment.

Exempt employees are required to report all their leave hours taken in the current month on their leave reports per OP 70.06. Monthly leave reports are due by the 15th of the following month. Non-Exempt employees are required to report all their hours worked and leave time taken on either their web time entry timesheets or on timeclock plus system per OP 70.06.

Teacher Retirement System of Texas (TRS)

It is very important that TRS have your correct address on file as it is used for mailing confidential information regarding your TRS account. As a reminder, TRS no longer accepts address changes from the employer. Employees must update their address with TRS in one of three ways:

2. Mail a written request to TRS. The letter must contain your social security number or your TRS Participant ID number and your signature.
3. Online as a registered user of MyTRS. Please note: If you were not a TRS member prior to the start of the 2017-18 school year, you cannot register for a MyTRS account until further enhancements to the self-service portal are complete.

This information was communicated to members by TRS in the April 2018 TRS newsletter, https://www.trs.texas.gov/TRS%20Documents/trs_news_member_apr2018.pdf.


Lump Sum Vacation

The Lump Sum Vacation (LSV) form is submitted for both non-exempt and exempt employees that terminate, transfer to another state agency, or move to a non-benefit eligible position within TTU/TTUS/HSC/HSC El Paso.

The LSV form will need to be submitted to both Human Resources and Payroll & Tax Services to have the employee's vacation hours paid out or transferred to another state agency, as applicable. The payout or transfer of these vacation hours will not occur until the employee receives their final check from the institution. Lump Sum Vacation hours will payout to eligible employees within 30 days from the check date in which the final earnings are paid.

To avoid any delays in payment, employees must make sure that all their leave has been reported either by Web Time Entry timesheets, Web Leave Reports, or on a Manual Leave Adjustment form if needed. Employees need to review and communicate with their department to make sure all leave balances are correct after each payroll or submission of their Leave Report. Any discrepancies needs to be addressed immediately to avoid delays on a future Lump Sum Vacation payout.

Employees can refer to TTU OP 70.45 or HSC OP 70.01 for additional information, and may download a blank copy of the Lump Sum Vacation Certification form.

Permanent Address Information

As we get closer to the end of 2018, please remind all faculty and staff to review their permanent address and update if needed. This address is used for Form W2 and Form 1095-C mailings and other correspondence from Payroll & Tax Services, such as refund checks.

Below are instructions to review/update the address:

  Log on to Raiderlink/Webraider
  Select the Payroll & Tax tab
  In the My Personal Information section, select View Addresses and Phones
  Review the Permanent Address

*If the information is incorrect, click on the pencil on the right side of the screen, then click on the word Current next to your permanent address, enter in your new address (use today’s date in the Valid From This Date” field) and click on Submit to save your entry.
**Payroll Calendar For November & December**

<table>
<thead>
<tr>
<th>Payroll ID and Number</th>
<th>Payroll Dates</th>
<th>Pay Period Total Hours</th>
<th>PAYDAY</th>
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<td>November 1\textsuperscript{st} - 15\textsuperscript{th}</td>
<td>88 Hours</td>
<td>November 21, 2018</td>
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<tr>
<td>SM 23</td>
<td>November 16\textsuperscript{th} - 30\textsuperscript{th}</td>
<td>88 Hours</td>
<td>December 10, 2018</td>
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<td>November 1\textsuperscript{st} - 30\textsuperscript{th}</td>
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<tr>
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<td>December 1\textsuperscript{st} - 15\textsuperscript{th}</td>
<td>80 Hours</td>
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<tr>
<td>SM 01</td>
<td>December 16\textsuperscript{th} - 31\textsuperscript{st}</td>
<td>88 Hours</td>
<td>January 10, 2019</td>
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<tr>
<td>MN 01</td>
<td>December 1\textsuperscript{st} – 31\textsuperscript{st}</td>
<td></td>
<td>January 2, 2019</td>
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All cutoff dates and deadlines can be found on the Department End User Calendars.