Insurance Benefits

DEPARTMENTS

Reminder that an ENJOB ePAF does not terminate employment or insurance benefits. If an employee is not expected to return to work, a TERMI (termination) ePAF should be submitted. If an ENJOB ePAF is submitted in error, and the insurance remains active for the employee, departments are solely responsible for ALL insurance premiums due (both employee and employer portions), for all months insurance coverages remain active.

EMPLOYEES

Employees enrolled in insurance who are not working in the summer, as well as 9 month employees who did not have summer premiums pre-deducted, will be billed for "out of pocket" premiums due. If premiums are not paid by the due date:

- All dependents will be dropped from the health coverage
- All optional coverages (dental, life, etc.) will be canceled

Employees can only re-enroll in cancelled coverages during open enrollment unless a qualifying life event has occurred. If you have any questions send an email to webmaster.payroll@ttu.edu.
Payroll Withholding

Now that tax season is over, you may want to update your withholding. The IRS encourages everyone to use the Withholding Calculator to perform a quick “paycheck checkup.”

https://apps.irs.gov/app/withholdingcalculator/

The calculator helps you identify your tax withholding to make sure you have the right amount of tax withheld from your paycheck at work. There are several reasons to check your withholdings. Checking your withholding can help protect against having too little tax withheld and facing an unexpected tax bill or penalty at tax time next year. Please use the link below if you decide to use the Withholding Calculator and determine that you need to submit a new Form W-4.


Once the form is complete, it can be submitted to your designated HR office in person or emailed to the HR Webmaster.

TTU HR

2518 15th Street Lubbock, TX 79409 | 806-742-3851 | webmaster.hr@ttu.edu

TTUHSC HR

Abilene Campus | 1674 Pine St. Abilene, TX 79601 | 325-676-7948
Amarillo Campus | 1400 S Coulter St. Amarillo, TX 79106 | 806-414-9393
Correctional Managed Health Care | 5307 W. Loop 289, Suite 202 Lubbock, TX 79423 | 806-797-9492
Dallas Campus | 5920 Forest Park Rd Suite 500 Dallas, TX 75235 | 214-654-9404
Lubbock Campus | 3601 4th St 1B100 Lubbock, TX 79415 | 806-743-2300 | hsrecords@ttuhsc.edu
Midland Campus | 3600 N Garfield St Midland, TX 79705 | 432-620-9905
Odessa Campus | 800 W 4th St. Odessa, TX 79763 | 432-335-2222

TTUHSC El Paso

200 N. Concepcion St. El Paso, TX 79905 | 915-515-4151
Lump Sum Vacation Payout

Lump sum vacation payments are paid out to eligible employees within 30 days from the check date of your final payroll payment. To ensure that your lump sum vacation payment is processed as quickly as possible, please complete a Lump Sum Vacation Certification/W-2 Address Verification form with HR. This form should be included with your exiting paperwork. Payment options are located at the bottom of the form and include the following:

- Direct deposit
- Pick up check in the Payroll & Tax office
  - TTU employees: Doak Hall room 135
  - HSC employees: Health Sciences Center room 1B134
  - Regional Campuses with no Payroll Office: Human Resource Office
- Mail paper check
  - Please make sure that your address is updated in the system. This will need to be done to ensure your Form W-2 is mailed to the correct location also.
- Elect the maximum amount of payment distributed to 403(b)/457
Payroll Calendar For May & June

<table>
<thead>
<tr>
<th>Payroll ID and Number</th>
<th>Payroll Dates</th>
<th>Pay Period Total Hours</th>
<th>PAYDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>SM 10</td>
<td>May 1&lt;sup&gt;st&lt;/sup&gt;-15&lt;sup&gt;th&lt;/sup&gt;</td>
<td>88 Hours</td>
<td>May 24, 2019</td>
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<tr>
<td>SM 11</td>
<td>May 16&lt;sup&gt;th&lt;/sup&gt;-31&lt;sup&gt;st&lt;/sup&gt;</td>
<td>96 Hours</td>
<td>June 10, 2019</td>
</tr>
<tr>
<td>MN 6</td>
<td>May 1&lt;sup&gt;st&lt;/sup&gt;-31&lt;sup&gt;st&lt;/sup&gt;</td>
<td></td>
<td>June 3, 2019</td>
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<td>SM 12</td>
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<td>80 Hours</td>
<td>June 25, 2019</td>
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<tr>
<td>SM 13</td>
<td>June 16&lt;sup&gt;th&lt;/sup&gt;-30&lt;sup&gt;th&lt;/sup&gt;</td>
<td>80 Hours</td>
<td>July 10, 2019</td>
</tr>
<tr>
<td>MN 7</td>
<td>June 1&lt;sup&gt;st&lt;/sup&gt;-30&lt;sup&gt;th&lt;/sup&gt;</td>
<td></td>
<td>July 1, 2019</td>
</tr>
</tbody>
</table>

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