

PAYROLL & TAX SERVICES

September / October 2020 Newsletter
Volume 7, Issue V

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Fiscal Year Appointment Reminder

September 1, 2020 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. Departments can run 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 to 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 their TTU/HSC Employee Tab. 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 2019 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.


Contact Information

webmaster.payroll@ttu.edu | Doak Hall: 806-742-3211

Employees should 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.

Earnings Statement

Employees have access to their earnings statement after each payment received from Payroll & Tax Services at least one day prior to that payment date. The earnings statement can be viewed and printed online 24/7 via Raiderlink/Webraider. Simply click on the Payroll & Tax tab and in the Pay Information section, click on the Earnings Statements (Pay Stubs) link.

TEXAS TECH UNIVERSITY
Raiderlink

Home

MyTech

Employee

News/Events

Available Budget

A&F Work Tools

Payroll & Tax

Research Administration

My Content

Cognos

TTU

Payroll & Tax

1. Select the Payroll & Tax tab

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
- Earnings Statements (Pay Stubs)
- Earnings History (Earnings by Date Range)
- 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

TimeClock Plus

- TimeClock Plus Webclock
- TimeClock Plus Manager

Please use Firefox or Google Chrome to access TimeClock Plus Webclock and Manager.

- TimeClock Plus Resources on the Payroll & Tax website.

The following screen will be the Employee Dashboard overview. In the Pay Information section, click on All Earnings Statements link near the middle of the page to view your earning statement by calendar year.

Pay Information

3. Select All Earnings Statements

Latest Earnings Statement:


[All Earnings Statements](#)

[Direct Deposit Information](#)

[Deductions History](#)


In the next screen, your earning statements will appear by calendar year. Select the desired year by clicking on the drop down box. Then click on the available pay date link in blue to view.

Earnings Statement Information

Pay Year: 2020  4. Select the desired year

Select a Pay Date from the list below to see its full details.

5. Select the pay period.

Pay Date: 08/25/2020 	Pay Period: 08/01/2020 to 08/15/2020
Pay Date: 08/10/2020	Pay Period: 07/16/2020 to 07/31/2020

Lastly, the selected Earnings Statement Detail will appear. To print, click on the Printer Friendly option located near the top.

Earnings Statement Detail



Texas Tech
Earnings
Statement
Detail

Texas Tech University System
Box 41092
Lubbock, Texas 79409
806-742-3211

[Printer Friendly](#)  Select to print

Employees are encouraged to view these statements after each payment received. By viewing these earnings statements, employees can verify that the wages and deductions of each payment received is correct. If an employee has elected a deduction and they do not see it on their earnings statement, they will 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, but sees an insurance premium is not deducted from their check, they need to contact Payroll & Tax Services to research the issue. If an employee ignores this and the error is caught months later, the employee is still responsible for the full premiums from the beginning of the election. 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 earnings statements on a regular basis.

Insurance and Texflex Benefits

Annual enrollment elections went into effect September 1, 2020. Employees need to review their September earnings statements to verify that their elections are correctly reflected.

Semi-Monthly employees: Paycheck dated September 25th, 2020

Monthly employees: Paycheck dated October 1st, 2020

If you find a discrepancy based on elections made, please contact your Human Resources office.

Direct Deposit Benefits

- You don't have to be in the office to get paid. If you are out on vacation or sick on pay day, you can be assured the deposit will be made.
- You no longer have to wait in line to deposit or cash your checks at your financial institution.
- You can be assured that your paycheck will be deposited to your financial institution confidentially.
- Having control over where your paycheck goes is another way direct deposit provides flexibility and convenience. You can direct funds to a checking or savings account. There is also an option to split between multiple accounts, limit 3.
- Avoid the wait in line to pick up your check.
- Having a paperless payroll system is environmentally friendly because it reduces our carbon footprint. Did you know that paper checks use more than 674 gallons of fuel a year?
- Lost or stolen checks are a common source for identify theft, but with electronic deposits your personal information is secure.
- It's fast and easy to sign up through your Raiderlink/Webraider, under your employee tab.

Pay Information

- Update/Create My Direct Deposit
- View Direct Deposit Allocation
- Earnings Statements (Pay Stubs)
- Earnings History (Earnings by Date Range)
- Deductions History



Under the Payroll & Tax tab, select Update/Create My Direct Deposit



TEXAS TECH

Verify Your Identity

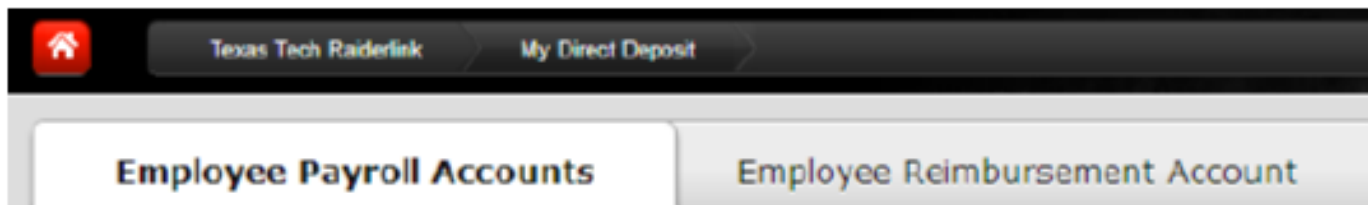
Two-Factor Authentication is the best way to keep your account secure. It ensures you're the only person who can access your account, even if someone knows your password. A code will be sent to your phone (either by SMS Or Voice) and you will enter that code in the provided box.

Please select how to receive your verification code.
The phone number is (***) ***.

- ☐ Voice Call
☐ Text Message

Verify your identity with the phone number listed under the My Personal Information section

Continue



Add your checking or saving account information under the Employee Payroll Accounts tab.

****Limit 3 accounts****

Please keep in mind that if you have more than one account, the last one listed will be at 100% because this is "100% of the remaining amount".

You will receive an email advising you of a recent change to your direct deposit information, along with the date of the activity. This is just a precaution and can be disregarded since you initiated the activity.

Please set up direct deposit a week prior to payday to ensure it goes into effect on the upcoming payroll.

Employment After Retirement (EAR) Limits (for Retirees)

If you retired after January 1, 2011 and are working for a TRS-covered entity under the one-half time or less exception, it's important to understand the limits.

In an effort to help you determine how many days or hours you may work each calendar month, you may refer to the following table.

When calculating your time worked in the calendar month be sure to include any paid leave as time worked.

EAR Limits for FY 2021

Month	Number of Hours a Retiree Working One-Half Time or Less May Work Without Forfeiting Annuity	Number of Workdays Retiree Combining Substitute and Other TRS-Covered Employment May Work Without Forfeiting Annuity
September 2020	88 hours	11 days
October 2020	88 hours	11 days
November 2020	84 hours	10 days
December 2020	92 hours	11 days
January 2021	84 hours	10 days
February 2021	80 hours	10 days
March 2021	92 hours	11 days
April 2021	88 hours	11 days
May 2021	84 hours	10 days
June 2021	88 hours	11 days
July 2021	88 hours	11 days
August 2021	88 hours	11 days

When Allowable Limits Are Exceeded

Impact to Individual (Retiree)

Loss of income. The retiree forfeits the annuity for each month that the retiree exceeds the amount of time allowed to work during that month.

Impact to Employer

A TRS-covered employer incurs surcharges when a TRS retiree who retired after September 1, 2005 exceeds the time allowed to work during that month.

Make sure that you are adhering to the limits on employment after retirement:

[Information you need before working after retirement \(pdf\)](#)

[EAR Limits Trifold Brochure for 2020-21 School Year \(pdf\)](#)

JUST A LITTLE
Reminder

Eligible 9 month faculty staff that would like to enroll in a 12 month salary spread will have until midnight on September 14th. An email with current elections is being sent out on September 1st to those eligible 9 month faculty staff.

This is a self-service option available through Raiderlink under the Payroll & Tax tab. Simply click on the FACULTY 12 MONTH SALARY SPREAD REQUEST APPLICATION located in the middle of the page under the Payroll Forms section. After the electronic request is completed, you'll receive an email confirmation.

<https://portal.texastech.edu/web/ttu/payroll-tax>



September 7, 2020 is the scheduled holiday for Texas Tech employees. For those benefits eligible employees, please report the correct HOL hours on your Web Time Entry or TimeClock Plus Timesheet. 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 25, 2020
SM 19	September 16 th -30 th	88 Hours	October 9, 2020
MN 10	September 1 st -30 th		October 1, 2020
SM 20	October 1 st -15 th	88 Hours	October 23, 2020
SM 21	October 16 th - 31 st	88 Hours	November 10, 2020
MN 11	October 1 st – 31 st		November 2, 2020