

# PAYROLL & TAX SERVICES

July / August 2022 Newsletter  
Volume 9, Issue IV



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## 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:

- For full-time employees: All dependents will be dropped from health coverage and all optional coverages will be canceled
- For part-time employees: Health coverage and all optional coverages 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, please email [webmaster.payroll@ttu.edu](mailto:webmaster.payroll@ttu.edu).

### Contact Information

[webmaster.payroll@ttu.edu](mailto:webmaster.payroll@ttu.edu) | Doak Hall: 806-742-3211

# Teacher Retirement System of Texas (TRS)

## HOURS WORKED

Due to TRS reporting guidelines that went into effect 9/1/17, TRS now monitors the total number of hours an employee is paid for in the month. As a reminder, employees classified as *Benefits Eligible* **MUST** work and/or submit leave time **each month** for a **minimum** of hours equivalent to one-half time. If the employee does not meet this requirement they may forfeit their TRS membership.

For example:

March has 22 work days (Monday–Friday)

$22 \times 8 = 176$  work hours available

$176 / 2 = 88$  hours to equal one-half time

A minimum of 88 hours, worked and/or submitted as leave time, would be required for the month of March.

For questions please send an email to [webmaster.payroll@ttu.edu](mailto:webmaster.payroll@ttu.edu).

## WORKING RETIREES

- If you are thinking about retirement and considering possible employment with an employer covered by TRS after you retire, the *Employment After Retirement* guide located on the TRS website will help you make the decision that is right for you and avoid any unexpected loss of annuity payments.

[https://www.trs.texas.gov/TRS%20Documents/employment after retirement.pdf](https://www.trs.texas.gov/TRS%20Documents/employment%20after%20retirement.pdf)

- Work hours allowed when limited to working one-half time or less are posted on the Retirement tab of the Payroll & Tax Services website.

<http://www.depts.ttu.edu/payroll/payroll-areas/benefits-and-deductions/>

For questions please send an email to [webmaster.payroll@ttu.edu](mailto:webmaster.payroll@ttu.edu).

## WORKING RETIREE SURCHARGES – ATTN: DEPARTMENTS

If you hire a TRS retiree who retired after September 1, 2005 and they work more than one-half time (50% FTE) in a calendar month, the department is required to pay a surcharge of 15.2% of the total salary paid in that month. If the retiree is enrolled in TRS Care health coverage, you may also be responsible for the employer portion of the premium.

For questions please send an email to [webmaster.payroll@ttu.edu](mailto:webmaster.payroll@ttu.edu).

# End of Fiscal Year Reminders

## VACATION LEAVE ROLL

The end of the 2021-2022 fiscal year is coming to close on August 31, 2022 and this is a reminder to all employees and departments to plan to take your vacation time off to reduce your vacation balance to avoid those hours in excess of the maximum allowed to roll to sick time. All employees can refer to Texas Tech University System Regulation 07.12 to view the maximum allowed vacation hours to carry over each fiscal year.

## FACULTY 12 MONTH DEFERRED (SALARY SPREAD) APPLICATION

For TTU employees only, faculty members who are currently on a salary spread for the prior fiscal year, 2021-2022, will automatically be re-enrolled for a salary spread on their same eligible 9 month faculty position. No action is required. If a faculty member is moving to a **new** eligible 9 month faculty position, a salary spread can be applied using the Faculty 12 Month Salary Spread Request Application located in Raiderlink under the Payroll & Tax tab within the Payroll Forms section.

### 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
- Faculty 12 Month Salary Spread Request Application

Click the link to  
request a 12 Month  
Salary Spread



New 9 month faculty members who would like to have their 9 month salary spread over 12 months, will need to use the application by September 15, 2021 to be effective for the new fiscal year 2022-2023. Any eligible 9 month employee who does not submit a request through the application by the deadline will **not** be on a salary spread for the 2022-2023 fiscal year. Once the request has been submitted, a confirmation email is sent to the faculty member and includes the position, Fiscal Year, and information about the salary spread.

# JUST A LITTLE *Reminder*

## **Manual Check Request**

A manual check request form is used to pay an employee who has either missed a payroll due to not submitting their timesheet in a timely manner or whose Epaf was not applied in time. Another reason a manual check request form should be submitted is to pay the difference in a pay increase or if the employee used the wrong shift code. Manual check request forms need to be submitted by 5 pm on Friday and will pay the following Friday.

As we get closer to the end of the fiscal year, please ensure that manual check request forms that need to be paid out of FY22 funds are submitted by the end of August. The forms are located in Raiderlink under the Payroll & Tax section. There are two types of forms, one for exempt employees and another for non-exempt employees. Requests need to be submitted by pay period. Instructions and examples are also located in Raiderlink for those that need additional assistance.

Please note, manual check requests are paid via direct deposit, unless the employee does not have direct deposit set up, then the payment will be produced as a paper check. TTU employees can pick up paper checks in Doak Hall, room 135 with a picture ID. TTUHSC and TTUHSC El Paso will have the payroll payment mailed to the permanent address listed on file.



July 4th 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 System Regulation 07.12 for more information regarding state agency holidays.

## Payroll Calendar For July & August

Payroll ID and Number	Payroll Dates	Pay Period Total Hours	PAYDAY
SM 14	July 1 <sup>st</sup> -15 <sup>th</sup>	88 Hours	July 25, 2022
SM 15	July 16 <sup>th</sup> -31 <sup>st</sup>	80 Hours	August 10, 2022
MN 8	July 1 <sup>st</sup> -31 <sup>st</sup>		August 1, 2022
SM 16	August 1 <sup>st</sup> -15 <sup>th</sup>	88 Hours	August 25, 2022
SM 17	August 16 <sup>th</sup> -31 <sup>st</sup>	96 Hours	September 9, 2022
MN 9	August 1 <sup>st</sup> -31 <sup>st</sup>		September 1, 2022

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