

PAYROLL & TAX SERVICES

May / June 2022 Newsletter
Volume 9, Issue III



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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.

Contact Information

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

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.

<https://www.irs.gov/pub/irs-pdf/fw4.pdf>

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

Payroll Direct Deposit Benefits

It is encouraged for all employees to enroll in direct deposit. It is an easy way to ensure that your payroll payment is being deposited into your financial institution confidentially. Below are some benefits to enrolling in direct deposit.

- 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.
- 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.
- TTU HSC and TTU HSC El Paso employee payroll payments are mailed to their permanent address.
- 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.

JUST A LITTLE *Reminder*

Vacation Projection Reminder

Employees that may exceed the maximum vacation leave balance limit for the fiscal year will need to make sure that they use their vacation time by August 31st. All unused accumulated vacation hours in excess of the maximum will be credited to an employee's sick leave balance by September 16, 2022. If you are one of these employees, you should have received an email in May. The email that was sent in May will have the number of vacation hours. As a courtesy, an email notification is also sent to the employee's supervisor so that are aware.





May 30, 2022 is a 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 May & June

Payroll ID and Number	Payroll Dates	Pay Period Total Hours	PAYDAY
SM 10	May 1 st -15 th	80 Hours	May 25, 2022
SM 11	May 16 th -31 st	96 Hours	June 10, 2022
MN 6	May 1 st -31 st		June 1, 2022
SM 12	June 1 st -15 th	88 Hours	June 24, 2022
SM 13	June 16 th – 30 th	88 Hours	July 8, 2022
MN 7	June 1 st – 30 th		July 1, 2022

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