

# PAYROLL & TAX SERVICES

September / October 2022 Newsletter  
Volume 9, Issue V



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## Fiscal Year Appointment Reminder

**September 1, 2022** 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 2022 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](mailto:webmaster.payroll@ttu.edu) | Doak Hall: 806-742-3211

## Insurance and Texflex Benefits

Annual enrollment elections went into effect September 1, 2022. Employees need to review their September earnings statements to verify that their elections are correctly reflected.

**Semi-Monthly employees:** Paycheck dated September 23, 2022

Paycheck dated October 10, 2022

**Monthly employees:** Paycheck dated October 3, 2022

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

## Direct Deposit

Direct deposit is a fast and easy way to receive your payroll payment. For those employees who do not have direct deposit set up, their payroll payment will be mailed to the permanent address listed on file. This can cause a delay in payment and the risk of it being lost in the mail. To enroll in direct deposit, log into Raiderlink and select Update/Create My Direct Deposit. Your payroll payment can be split between multiple accounts (limit 3) by dollar amount or percentage.

The screenshot displays the Texas Tech University Raiderlink interface. The left sidebar contains a navigation menu with the following items: Home, MyTech, Employee, News/Events, Available Budget, A&F Work Tools, Payroll & Tax (highlighted), Research Administration, My Content, and Cognos. The main content area is titled 'Payroll & Tax' and 'TTU / Payroll & Tax'. Below this, the 'Employee Resources' section is visible, containing three main categories: 'My Personal Information' (with links: View Addresses and Phones, Update Addresses and Phones, View E-mail Addresses), 'My Employment Information' (with links: My Time Sheet, My Leave Report, Jobs Summary, Leave Balances), and 'Pay Information' (with links: Update/Create My Direct Deposit, View Direct Deposit Allocation, Earnings Statements (Pay Stubs), Earnings History (Earnings by Date Range), and Deductions History). An arrow points to the 'Update/Create My Direct Deposit' link in the 'Pay Information' section.

## New Lump Sum Vacation Certification Form

Payroll & Tax Services is excited to announce a new online Lump Sum Vacation Certification form. The new form will become available on September 1<sup>st</sup> and can be accessed from the forms page on the Payroll & Tax website, or the Payroll & Tax section of the Raiderlink portal. The new web form will allow employees to fill out and submit the form entirely online. No printing or scanning required.

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

### Payroll Forms

- [Manual Leave Adjustment Application \(Now Live\)](#)
  - [MLA Instructional Guides & Videos](#)
- [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](#)



For questions or more information, please email the payroll webmaster at

[webmaster.payroll@ttu.edu](mailto:webmaster.payroll@ttu.edu).

Please include your name and employee R number.

# JUST A LITTLE *Reminder*

Semi-monthly employees who report their time worked via web time entry, please be aware of the deadlines. Timesheets are due by 6 pm central on the second worked day after the end of the pay period. For those of you who have not submitted a timesheet, Payroll & Tax Services will send an email the first working day after the end of the pay period as a reminder to submit your timesheet to your approver and again the following day when timesheets are due. A similar email is also sent to your approver advising them that you have not submitted your timesheet.

If your approver has changed during the pay period, please contact Payroll & Tax Services for assistance correcting this issue. If it is not corrected it may leave your timesheet in an ERROR status and will not pull into the payroll.

For those of you that did not submit your timesheet by the deadline, you will need to get in touch with your supervisor and have them submit a manual check request on your behalf. Manual check request forms are due Friday and pay the following Friday. The forms are located in Raiderlink under the Payroll & Tax section.





# Happy Labor Day!

September 5, 2022 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 September & October

Payroll ID and Number	Payroll Dates	Pay Period Total Hours	PAYDAY
SM 18	September 1 <sup>st</sup> -15 <sup>th</sup>	88 Hours	September 23, 2022
SM 19	September 16 <sup>th</sup> -30 <sup>th</sup>	88 Hours	October 10, 2022
MN 10	September 1 <sup>st</sup> -30 <sup>th</sup>		October 3, 2022
SM 20	October 1 <sup>st</sup> -15 <sup>th</sup>	80 Hours	October 25, 2022
SM 21	October 16 <sup>th</sup> - 31 <sup>st</sup>	88 Hours	November 10, 2022
MN 11	October 1 <sup>st</sup> – 31 <sup>st</sup>		November 1, 2022

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