

PAYROLL & TAX SERVICES

July / August 2023 Newsletter
Volume 10, 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.

Contact Information

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

Teacher Retirement System of Texas (TRS)

HOURS WORKED

Due to new 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:

June 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 June.

For questions, please send an email to 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

- 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.

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 16% of the total salary paid in that month. This surcharge will increase to 16.5% effective September 1st, 2023. 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.

End of Fiscal Year Reminders

VACATION LEAVE ROLL

The end of the 2022-2023 fiscal year is coming to close on August 31, 2023 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, 2022-2023, 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.

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 14, 2023 at midnight central to be effective for the new fiscal year 2023-2024. 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 2023-2024 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.

Manual Check Request and EOPS Payments

Departments, please be mindful on deadlines as the end of the fiscal year comes to a close. The final week we are accepting manual check requests for the current fiscal year is August 21st-25th to payout on August 31st.

Semi-Monthly EOPS transaction will need to be fully approved by August 16th to pay out on August 25th.

Monthly EOPS transactions will need to be fully approved by August 18th to pay out on September 1st.

Reference the Calendar section in Raiderlink under the Payroll & Tax section for monthly due dates.

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

Tracking EOPS Payments

Departments can run Cognos reports to see when an EOPS will pay, who approved the EOPS, and who is being paid on an EOPS. Only authorized individuals within that organization with the correct security level can run the reports below. Here is a list of those Cognos reports:

EOPS_001 – EOPS Listing

EOPS_002 – EOPS Detail

EOPS_003 – EOPS Detail with Approver Information

EOPS_004 – EOPS List by Originator

These reports are located in Team content/Human Resources/Departmental Users/One Time Payments (EOPS). Run EOPS_002 EOPS Detail and the payroll year, ID and number will be listed at the bottom under PROJECTED PAYMENT INFORMATION ON THE ON-CYCLE PAYROLL. This is the on-cycle payroll the EOPS payment will be paid on.

For on-cycle payroll dates, please reference the Pay Schedule section in the Payroll & Tax Services website.

<https://www.depts.ttu.edu/payroll/pay-schedule/index.php>

EOPS are paid on the on-cycle payroll. If the employee has payroll direct deposit set up, then it will be paid via direct deposit. If the employee does not, then a paper check will be produced and mailed to the permanent address listed on file for them for Texas Tech HSC and Texas Tech HSC El Paso employees. Texas Tech University employees will need to pick up their payroll payment in the Payroll & Tax Services office located at Doak Hall, room 135 with a picture ID.





Do you have questions? Well we have answers!

Check out the Payroll & Tax Services website for FAQs, forms, payroll calendars and more...

<https://www.depts.ttu.edu/payroll/>

An illustration at the bottom of the page shows several hands of different colors and sleeve patterns (blue, green, red, blue, blue, green with polka dots, blue with wavy lines) reaching up towards a central white sign with a black border and a halftone pattern background. The sign contains the text 'FREQUENTLY ASKED QUESTIONS'. The background is white with scattered red and black lines, some solid and some dashed.

FREQUENTLY ASKED QUESTIONS



July 4, 2023 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 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 st -15 th	80 Hours	July 25, 2023
SM 15	July 16 th -31 st	88 Hours	August 10, 2023
MN 8	July 1 st -31 st		August 1, 2023
SM 16	August 1 st -15 th	88 Hours	August 25, 2023
SM 17	August 16 th – 31 st	96 Hours	September 8, 2023
MN 9	August 1 st – 31 st		September 1, 2023

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