

# PAYROLL & TAX SERVICES

September/October 2023 Newsletter  
Volume 10, Issue V

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## Fiscal Year Appointment Reminder

**September 1, 2023** 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 2023 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

## Insurance and Texflex Benefits



Annual enrollment elections went into effect September 1, 2023. Employees need to review their September earnings statements to verify that their elections are correctly reflected.

**Semi-Monthly employees:** Paycheck dated September 25, 2023

Paycheck dated October 10, 2023

**Monthly employees:** Paycheck dated October 2, 2023

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

## TRS Legislative Update

You may notice a change in your net payout starting September 1st. This is due to TRS rates changing from 8.0% to 8.25%.

### Active Employees

#### CHANGES TO EMPLOYEE CONTRIBUTION TO TRS PENSION FUND

SB 12, the TRS pension reform bill passed in 2019, gradually increased the contribution rate to the pension fund for active employees. The first phase of employee increases will take effect on Sept. 1, 2021. It will increase from the current 7.75% of salary to 8.00% in 2021 and finally 8.25% on Sept. 1, 2023.

Calendar Date	State	Public Education Employer	Active Employee
Sept. 1, 2021	7.75%	1.70%	8.00%
Sept. 1, 2022	8.00%	1.80%	8.00%
Sept. 1, 2023	8.25%	1.90%	8.25%
Sept. 1, 2024	8.25%	2.00%	8.25%

Please review <https://www.trs.texas.gov/TRS%20Documents/update-june-2023.pdf> for additional information.

## 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.





# FREQUENTLY ASKED QUESTIONS

## When will insurance premiums start being deducted from my paychecks?

Insurance premium deduction information feeds electronically from Employees Retirement System (ERS) into the payroll system. Changes to your payroll deductions will be effective on the payroll processed after information is received from ERS.

Please note that deductions on your paycheck are for the pay period you are receiving pay for.

For example, monthly employees are paid for March on April 1st, and semi-monthly employees are paid for March 1st-15th on March 25th. The deductions on your April 1st or March 25th paycheck would be for March if monthly or the first half of March if paid semi-monthly.

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

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



HAPPY

# LABOR DAY

*September 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 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 25, 2023
SM 19	September 16 <sup>th</sup> -30 <sup>th</sup>	80 Hours	October 10, 2023
MN 10	September 1 <sup>st</sup> -30 <sup>th</sup>		October 2, 2023
SM 20	October 1 <sup>st</sup> -15 <sup>th</sup>	80 Hours	October 25, 2023
SM 21	October 16 <sup>th</sup> - 31 <sup>st</sup>	96 Hours	November 10, 2023
MN 11	October 1 <sup>st</sup> - 31 <sup>st</sup>		November 1, 2023

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