

# PAYROLL & TAX SERVICES

July / August 2024 Newsletter  
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Payroll & Tax is excited to announce we are moving to a new location. On July 16<sup>th</sup> we will relocate to 3316 9<sup>th</sup> Street, formerly BASF Seeds and Innovation Center, south of the International Cultural Center.

If you need to pick up a paycheck prior to July 16<sup>th</sup>, you will continue to do so in Doak Hall room 135. We strongly encourage you to pick up checks before or after July 16<sup>th</sup>. On July 16<sup>th</sup>, your check will be available in Doak Hall room 135 from 8am – 10am. Beyond this time period we will not be available to hand out checks.

Beginning July 17<sup>th</sup>, visitors to Payroll & Tax may find us at 3316 9<sup>th</sup> Street from 8am to 5pm. There is visitor parking located on the west side of the lot, next to the International Cultural Center. You may enter Payroll & Tax offices from the south entrance of the building adjacent to the Visitor Parking spaces.

The contact information for Payroll & Tax will remain the same. If you have any questions, please contact us through email at [webmaster.payroll@ttu.edu](mailto:webmaster.payroll@ttu.edu) or by phone at (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](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_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](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 16.5% 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).

# 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).

## Web Time Entry-Web Leave Report Approver and Proxy Update

Changing a Web Time Entry or Web Leave Report approver or proxy has just gotten easier. Two new dynamic forms are available to make this process easier. There is still the option to use TEAMAPP along with the new dynamic form options. The dynamic forms along with instructions can be found in Raiderlink/Webraider and on the Payroll & Tax website.

<https://www.depts.ttu.edu/payroll/forms/index.php>

The approver update dynamic form is user friendly and displays current approvers. This will allow the user to make the appropriate changes as needed. Once the changes are submitted, the following business day, run Cognos report: HR143 Web Time Entry (Leave Report) Approver Lookup to verify the change(s). A link to this report is on the Payroll & Tax website.

<https://www.depts.ttu.edu/payroll/resources/manager/manager-resources.php>

It is best to make it a habit to run this report often to ensure every employee has the correct approvers listed.

As of September 1st, Payroll & Tax will no longer accept approver and proxy changes via emails to the webmaster. If a change needs to be made, the only options will be the dynamic forms or TEAMAPP.

# End of Fiscal Year Reminders

## VACATION LEAVE ROLL

The end of the 2023-2024 fiscal year is coming to close on August 31, 2024 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.

<https://www.texastech.edu/offices/cfo/system-regulation-07.12-employee-leave.pdf>

## 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, 2023-2024, 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 and on the Payroll & Tax website.

<https://www.depts.ttu.edu/payroll/forms/index.php>

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, 2024 at midnight central to be effective for the new fiscal year 2024-2025. 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 2024-2025 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 26th-30th to payout on September 6th.

Semi-Monthly EOPS transaction will need to be fully approved by August 16th to pay out on August 23rd.

Monthly EOPS transactions will need to be fully approved by August 18th to pay out on September 3rd.

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

## Manual Check Request—Dynamic Form

Submitted manual check requests just got easier. We have launched a new dynamic form for manual check requests. No more guessing what ORG to put down or what FOAP to use on the form. No more tracking down an ORG manager to get a signature to submit by the Friday deadline. The form is now entirely electronic. Simply click on the link which is located in the Payroll & Tax section in Raiderlink or on our website.

<https://www.depts.ttu.edu/payroll/forms/index.php>

We have included instructions with the form, but it is very user friendly. The form does take a while to upload information in some areas, but we will transition to this form only by the end of summer.

What makes this new form so different?

Well, it's all electronic. No need to print, scan or email anything. Once the form is completed, it will automatically be forwarded via email to the next approval until it is fully approved. For example, a preparer has the option to have the employee sign electronically. If the employee is not available, there is an option to bypass the employee approval. The completed form will be sent via email to the supervisor to sign electronically. Once the supervisor signs, the ORG manager is copied on the form so they are notified of the request. No action is needed on their part. The fully approved form is automatically sent over to Payroll & Tax. Once Payroll & Tax receives the form, a confirmation email is sent to the preparer and the employee with an estimated pay date.

Another great feature of the form, is that the employee's information automatically populates on the form. The only selections the preparer needs to select is what pay period the request is for, what needs to be paid and select the supervisor to approve the request.

We encourage you to try out the new form this summer before the older version is phased out. Please keep in mind that the form will allow the preparer to submit a request for the past 7 pay periods. Anything prior to that will need to be on the older version of the form.

The deadlines are still the same. Forms are due to Payroll & Tax by Friday, 5 pm central time and will pay the following Friday. What this means for dynamic forms is that form itself will need to be fully approved by the employee (optional) and the supervisor by Friday, 5 pm central time.





Employees that end their employment at the end of the fiscal year will need to keep in mind a few things.

- Inactive employees will not have access to the Employee Portal in Raiderlink/ Webraider. Please save any pay stubs prior to ending your employment.
- Employees who are vacation eligible and are not transferring to another state institution will need to complete a Lump Sum Vacation Certification Form to avoid any delays with their vacation payout. The form is located on our website and paid out 30 days after the employee receives their last payroll payment.

<https://www.depts.ttu.edu/payroll/forms/index.php>

- Make sure to update your mailing information. This will ensure that your Form W-2 will be sent to the correct address during tax season.





# HAPPY 4<sup>th</sup> of JULY

*July 4, 2024 is a scheduled holiday. 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, 2024
SM 15	July 16 <sup>th</sup> -31 <sup>st</sup>	96 Hours	August 9, 2024
MN 8	July 1 <sup>st</sup> -31 <sup>st</sup>		August 1, 2024
SM 16	August 1 <sup>st</sup> -15 <sup>th</sup>	88 Hours	August 23, 2024
SM 17	August 16 <sup>th</sup> – 31 <sup>st</sup>	88 Hours	September 10, 2024
MN 9	August 1 <sup>st</sup> – 31 <sup>st</sup>		September 3, 2024

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