

# **PAYROLL & TAX** *SERVICES*

**March / April 2024 Newsletter**  
**Volume 11, Issue II**



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## **Compensatory Time**

TTU and TTUS staff employees in a full-time non-exempt (semi-monthly paid) employee class accrue compensatory leave time when the number of hours worked in the FLSA work week (Sunday – Saturday) exceeds 40 hours. All hours worked during the work week will be paid out at the regular rate and the employee will accrue the ½-time portion as compensatory leave time.

Available compensatory leave time hours should be taken no later than the April 1st-15th pay period. The end of the accrual period is March 31st. The following reports are available in Cognos to help departments in monitoring an employee's Comp Time balance:

HR030 Employee Current Leave Balances | This report provides employee(s) leave balances and there is an option to select individual leave code(s) to view current balances.

HR207 Estimated Comp Time Expense | This report can be run by ORGN or by FOP and will show the available hours and estimated salary expense for all active employees with a Comp Time balance. All applicable fringes will be charged in addition to the salary expense included on this report.

Both reports are current as of the date the report is run but the hours do not include any manual leave adjustment forms or timesheets that have not been processed.

### **Contact Information**

[webmaster.payroll@ttu.edu](mailto:webmaster.payroll@ttu.edu) | Doak Hall: 806-742-3211

## Form W-2 Reprint Requests

For those employees who did not electronically consent or are no longer employed with TTU, Form W-2s were mailed out on January 31st to the employee's permanent address on file. If you have not received your Form W-2, you may [click here](#) to request a duplicate copy. Former employees may need to create a Dynamic Forms account. Another option for active employees is to print your Form W-2 from your Employee Tab in Raiderlink. To do this, you must consent for electronic delivery.

### How do I consent for electronic delivery?

Please log into Raiderlink at <http://raiderlink.ttu.edu> / Webraider at <http://webraider.ttuhs.edu> and use the following navigation:

- Select the Payroll & Tax tab
- In the Annual Tax Information box, select Electronic Regulatory Consent
- Check "Consent to receive W-2 electronically"
- Submit

## 2024 Form W-4 Information

If you need to update your Form W-4 for 2024, please complete as soon as possible and submit to HR. The forms are located in Raiderlink/Webraider under Payroll & Tax in the Tax forms section.

State Income Tax: Texas does not have state income tax withholding. However, we do withhold deductions and report for residents of other states who we employ. If you are hired while residing in another state, be sure to update your address on your Form W-4 if your residency status changes. Several states use the federal Form W-4 for state income tax withholding elections and the state in the address section on the Form W-4 may result in state income tax withholding.

## Summer Insurance Premium

### **TTU 9 Month Faculty Members Enrolled in Insurance, who do NOT have a 12 month spread:**

To ensure there is no lapse in coverage during the summer, your "out of pocket" insurance premiums will be pre-deducted from your April 1st, May 1st and June 3rd paychecks. These are automated deductions, therefore no action is needed by you. Email notifications will go out the first week of March. If you have any questions please send an email to [webmaster.payroll@ttu.edu](mailto:webmaster.payroll@ttu.edu).

## Overtime

For those of you who are eligible to accrue overtime, you may have questions about how the earnings are displayed on your earnings statement (pay stub). On your earnings statement, the total time of regular hours during the pay period is paid under the Hours Worked line. These regular hours worked are paid based on your hourly rate for that pay period. This is considered the “time” portion of your payment. If an employee physically worked over 40 hours in a full FLSA work week, then the employee is entitled to overtime. Our FLSA work week is from Sunday to Saturday. If you are entitled to overtime, then the overtime piece is paid under the Overtime Hourly line, the “half-time” portion of the payment. Keep in mind if the pay period ends in the middle of the work week, any hours that were physically worked over 40 hours for that full FLSA work week would be paid on the following pay period.

The overtime rate that is listed on your earnings statement is a blended overtime rate. If you divide the rate listed on your earnings statement in half and multiply by the overtime hours worked, you will see the overtime amount that was paid.

TTU takes longevity pay and shift differentials (for correctional staff only) into account when calculating the overtime rate. Please reference the overtime FAQs on our website for additional information on how overtime is calculated.



<https://www.depts.ttu.edu/payroll/resources/faqs/#processing>

## Pay Schedule

A pay schedule for the calendar year is available on the Payroll & Tax website. The schedule will list pay periods for both monthly and semi-monthly payrolls along with pay dates.

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

Semi-monthly employees should take the time to view the schedule to keep up to date on payroll timesheet deadlines and hours worked for each pay period. This can be useful since semi-monthly employees are paid twice a month and the hours per pay period can fluctuate.

## Banner 9 Web Time Entry & Web Leave Report

On April 3rd, Banner 9 Web Time Entry and Web Leave Report will go live. Get a head start and check out our Web Time Entry and Web Leave Report guides and videos.

<https://www.depts.ttu.edu/payroll/payroll-areas/time-and-leave/banner9-guides.php>

## Web Time Entry/Web Leave Report Proxy Update

Available in the Payroll & Tax Section in Raiderlink/Webraider is a link to the new Web Time Entry/Web Leave Report Proxy Form. The purpose of this updated dynamic form is to assist departments with updating employee's proxy approvers and set up new proxies if needed. Some examples would be if an approver has changed or is no longer active. We have also provided an easy to follow guide to assist with submitting the dynamic form.

Dynamic Form Link:

<https://dynamicforms.ngwebsolutions.com>

Instructions Link:

<https://www.depts.ttu.edu/payroll/forms/documents/proxy-update-form-instructions.pdf>





Coming soon will be a new way to submit manual check requests for both monthly and semi-monthly employees. This year we will roll out this form as a dynamic form.

This will make the process user friendly and help to assist those who complete the request. It will have various options to choose from to help avoid any delays with the payment. The signature portions will all be electronic to help move the form along in a timely manner. More information about this new process to come!



## Payroll Calendar For March & April

Payroll ID and Number	Payroll Dates	Pay Period Total Hours	Payday
<b>SM 6</b>	March 1 <sup>st</sup> -15 <sup>th</sup>	88 Hours	March 25, 2024
<b>SM 7</b>	March 16 <sup>th</sup> -31 <sup>st</sup>	80 Hours	April 10, 2024
<b>MN 4</b>	March 1 <sup>st</sup> -31 <sup>st</sup>		April 1, 2024
<b>SM 8</b>	April 1 <sup>st</sup> -15 <sup>th</sup>	88 Hours	April 25, 2024
<b>SM 9</b>	April 16 <sup>th</sup> - 30 <sup>th</sup>	88 Hours	May 10, 2024
<b>MN 5</b>	April 1 <sup>st</sup> - 30 <sup>th</sup>		May 1, 2024

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