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
Payroll Withholding

Now that tax season is over, you may want to update your withholding. The IRS encourages everyone to use the Withholding Calculator to perform a quick “paycheck checkup.”

https://apps.irs.gov/app/withholdingcalculator/

The calculator helps you identify your tax withholding to make sure you have the right amount of tax withheld from your paycheck at work. There are several reasons to check your withholdings. Checking your withholding can help protect against having too little tax withheld and facing an unexpected tax bill or penalty at tax time next year. Please use the link below if you decide to use the Withholding Calculator and determine that you need to submit a new Form W-4.


Once the form is complete, it can be submitted to your designated HR office in person or emailed to the HR Webmaster.

Vacation Leave Balance Limit

Employees that may exceed the maximum vacation leave balance limit for the fiscal year will receive an email from Payroll & Tax at the end of April. The balance of accumulated vacation leave carries forward from one fiscal year to the next unless the balance exceeds the maximum hours allowed by the Texas Government Code. The email will display the projected vacation hours over the maximum. Employees will have the opportunity to use these hours through the end of the fiscal year, August 31st. All unused accumulated vacation hours in excess of the maximum will be credited to the employee’s sick leave balance by September 16th.

The employee’s supervisor will also receive an email advising them of the employees who have projected vacation hours over the maximum.
EOPS Payments

Now that summer is approaching please keep EOPS deadlines in mind. 9-month faculty are placed on leave without pay for June, July and August. If you need to submit an EOPS payment please be cautious of their status and the position the transaction is entered on.

Below is a deadline chart to help estimate when a transaction needs to be fully approved:

<table>
<thead>
<tr>
<th>Pay Period</th>
<th>Approval Deadline (HAS TO BEFULLY APPROVED)</th>
<th>Pay Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semi-Monthly Employee</td>
<td>Next business day after the 15th</td>
<td>On their 25th pay day check</td>
</tr>
<tr>
<td>1st — 15th</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Semi-Monthly Employees</td>
<td>Next business day after the end of the month (EOM)</td>
<td>On their 10th pay day check</td>
</tr>
<tr>
<td>16th — EOM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monthly Employees</td>
<td>The 18th of each month</td>
<td>On their monthly check paid on the</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1st working day of the month</td>
</tr>
</tbody>
</table>

Once an EOPS transaction is fully approved, departments can run a Cognos report to see when an EOPS will pay, who approved the EOPS and who is on the EOPS. Only authorized personnel can run the reports below. These reports are located in Team content/Human Resources/Departmental Users/One Time Payments (EOPS). We also have a hyperlinks to various reports on our website.

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

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. A payroll schedule is also located on the home page of our website.

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

Since these will be paid with 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.
Leave Without Pay Status

The Budget office will place 9-month appointments on leave without pay status effective May 31st. If an employee needs to be terminated instead of being placed on leave, make sure to submit a termination ePAF to HR. This will help to avoid any overpayments when the Budget office returns these employees back to active status effective September 1st.
Payroll ID and Number | Payroll Dates | Pay Period Total Hours | PAYDAY
--- | --- | --- | ---
SM 10 | May 1st-15th | 88 Hours | May 24, 2024
SM 11 | May 16th-31st | 96 Hours | June 10, 2024
MN 6 | May 1st-31st | 80 Hours | June 3, 2024
SM 12 | June 1st-15th | 80 Hours | June 25, 2024
SM 13 | June 16th– 30th | 80 Hours | July 10, 2024
MN 7 | June 1st– 30th | | July 1, 2024

May 27th and June 19th are scheduled holidays for Memorial Day and Emancipation Day.

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 holiday.

Payroll Calendar For May & June

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