

PAYROLL & TAX SERVICES

May / June 2024 Newsletter
Volume 11, Issue III

Insurance Benefits | Payroll Withholding | Employee Vacation Balance Limit

EOPS | buss WORTHY | Holiday Schedule | Payroll Calendar

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.

<https://www.irs.gov/pub/irs-pdf/fw4.pdf>

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:

Pay Period	Approval Deadline (HAS TO BE FULLY APPROVED)	Pay Dates
Semi-Monthly Employee 1st — 15th	Next business day after the 15th	On their 25th pay day check
Semi-Monthly Employees 16th — EOM	Next business day after the end of the month (EOM)	On their 10th pay day check
Monthly Employees	The 18th of each month	On their monthly check paid on the 1st working day of the month

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

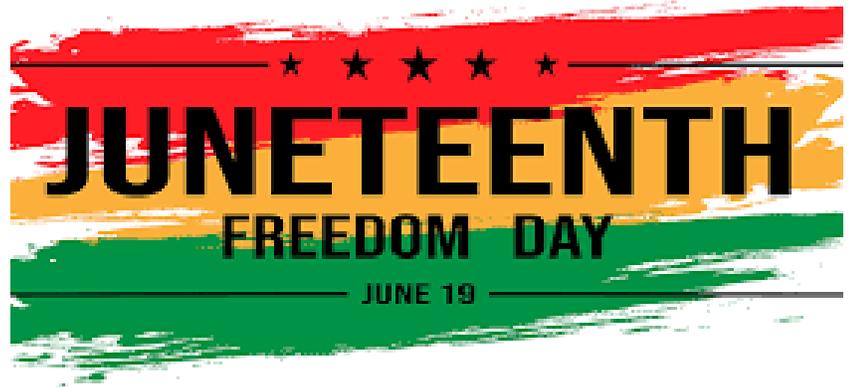
The Budget office will place 9-month appointments on leave without pay status effective May 31st. If an employee needs to be terminated instead of being placed on leave, make sure to submit a termination ePAF to HR. This will help to avoid any overpayments when the Budget office returns these employees back to active status effective September 1st.





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

Payroll ID and Number	Payroll Dates	Pay Period Total Hours	PAYDAY
SM 10	May 1 st -15 th	88 Hours	May 24, 2024
SM 11	May 16 th -31 st	96 Hours	June 10, 2024
MN 6	May 1 st -31 st		June 3, 2024
SM 12	June 1 st -15 th	80 Hours	June 25, 2024
SM 13	June 16 th – 30 th	80 Hours	July 10, 2024
MN 7	June 1 st – 30 th		July 1, 2024

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