

# PAYROLL & TAX SERVICES

September/October 2024 Newsletter  
Volume 11, Issue V

Fiscal Year Appointment | Insurance & Teflex Benefits | TRS | Salary Spread Application

SHP | Overpayment | BuzzWorthy | Holiday Schedule | Payroll Calendar

## Fiscal Year Appointment Reminder

**September 1, 2024** 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 2024 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 | 3316 9th Street | 806-742-3211

## Insurance and Texflex Benefits

Annual enrollment elections went into effect September 1, 2024. Employees need to review their September earnings statements to verify that their elections are correctly reflected.

**Semi-Monthly employees:** Paycheck dated September 25, 2024

Paycheck dated October 10, 2024

**Monthly employees:** Paycheck dated October 1, 2024

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

## Teacher Retirement System

For employees covered by Teacher Retirement System of Texas (TRS), both the employee and the state contribution rate will remain 8.25% for paychecks received in fiscal year 2025. The TRS contribution rates were authorized by Senate Bill (SB) 12 during the 86th Texas Legislative session (2019).



## 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 on our website under the Forms, then scroll to Other Forms section.

<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 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.

## RA/TA/GPTI Student Health Payment (SHP)

By prioritizing the health and support of our graduate students, we foster an environment where innovation and academic excellence can thrive. Our commitment to these values is unwavering, and we will continue to work diligently to ensure our graduate students have the resources and support they need to succeed. Please see the [memorandum](#) with details regarding the RA/TA/GPTI Student Health Payment.



### Overpayments

When an overpayment occurs, please notify Payroll & Tax Services via email to the payroll webmaster at [webmaster.payroll@ttu.edu](mailto:webmaster.payroll@ttu.edu) with the details of the overpayment and provide the employee's name and R#. We will calculate the overpayment and send proper notification to the employee and their department. Some things to keep in mind about overpayments.

- Overpayments that occur within the calendar year and are paid back within the calendar year, the employee will owe the net amount of the overpayment.
- Overpayments that occur within a prior calendar year or are not paid back within the calendar year, the employee will owe the gross amount of the overpayment since the wages were reported on their Form W-2.



- Failure to pay back an overpayment will result in a TINS hold with the Texas Comptroller's Office.
- For active employees an overpayment can be reduced on an upcoming on-cycle payroll payment.



## Earning Statements

- Employees are strongly encouraged to review their earnings statements (pay stubs) after each pay period. This is available to all active employees in their Employee Dashboard located within the Employee portal.
- Employees should verify their earnings, benefits, deductions and filing status. If the filing status needs to be updated, please complete a new Form W-4 and submit it to HR.

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

- Make sure to verify your name and address. Incorrect information can cause problems when filing your taxes or receiving important mail.
- Pay stubs also display how the payment was paid. If paid via direct deposit, the bank name and amount is displayed. If paid as a check, then TTU and Systems employees can pick up their payment in the PTS office located at 3316 9th St with a picture ID. TTUHSC and TTU HSC El Paso payroll payments are mailed to the address listed at the top of the statement.
- If hours or salary is missing, please contact your department and have them submit a manual check request on your behalf. The manual check request forms are located on our website under forms.

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

- Please take the time to save your earnings statements. Once your employment ends, you will not have access to the Employee Portal and your earnings history.
- Earnings statements can be printed using the Printer Friendly option at the top of the statement.



# HAPPY Labor Day

*September 2, 2024 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**

<b>Payroll ID and Number</b>	<b>Payroll Dates</b>	<b>Pay Period Total Hours</b>	<b>PAYDAY</b>
<b>SM 18</b>	September 1 <sup>st</sup> -15 <sup>th</sup>	80 Hours	September 25, 2024
<b>SM 19</b>	September 16 <sup>th</sup> -30 <sup>th</sup>	88 Hours	October 10, 2024
<b>MN 10</b>	September 1 <sup>st</sup> -30 <sup>th</sup>		October 1, 2024
<b>SM 20</b>	October 1 <sup>st</sup> -15 <sup>th</sup>	88 Hours	October 25, 2024
<b>SM 21</b>	October 16 <sup>th</sup> – 31 <sup>st</sup>	96 Hours	November 8, 2024
<b>MN 11</b>	October 1 <sup>st</sup> – 31 <sup>st</sup>		November 1, 2024

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