PAYROLL & TAX
SERVICES

Jira Service Management

To better serve the Texas Tech community, on July 18, 2025, Payroll & Tax Services will introduce the Jira Service Management platform to manage all help requests that come into Payroll & Tax Services.

Jira Service Management is a web-based tool that allows users to submit help requests via an interactive, self-service portal. Once a user submits a request in Jira Service Management, the user may track the status of their help request, review past help requests, and communicate with Payroll & Tax Services; all via the self-service portal. Payroll & Tax Services employees will respond to help requests via the Jira Service Management tool.

The Jira Service Management self-service portal is intuitive. However, for assistance with how to register for the self-service portal for help requests, please review our registration guide. The self-service portal can be accessed here. A link to the self-service portal will also be available within Raiderlink/WebRaider.

Utilizing the Jira Service Management self-service portal is recommended for all users who need assistance from Payroll & Tax Services. However, requests for help will still be accepted via email to the respective Payroll & Tax area. Please note that responses to email requests may take longer than requests that are submitted via the self-service portal. In addition, emails sent will generate a basic help request within the Jira Service Management platform.

For questions or for more information, please email webmaster.payroll@ttu.edu.

Teacher Retirement System of Texas (TRS)

HOURS WORKED

Due to 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:

    July has 23 work days (Monday–Friday)

    23 x 8 = 184 work hours available

    184 / 2 = 92 hours to equal one-half time

    A <u>minimum</u> of 92 hours, worked and/or submitted as leave time, would be required for the month of July.

For questions, please send an email to 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

- 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.

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.

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.

End of Fiscal Year Reminders

VACATION LEAVE ROLL

The end of the 2024-2025 fiscal year is coming to close on August 31, 2025 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, 2024-2025, 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, 2025 at midnight central to be effective for the new fiscal year 2025-2026. 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 2025-2026 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 25th-29th to payout on September 5th.

Semi-Monthly EOPS transaction will need to be fully approved by August 16th to pay out on August 25th.

Monthly EOPS transactions will need to be fully approved by August 18th to pay out on September 2nd.

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

With the approach of a new fiscal year, you may have new employees starting that will have payroll questions. A great resource is our FAQs on our website. Please advise them to check there first. Our FAQs are sectioned out into categories and subjects to help employees find the answers to their questions quickly and efficiently.

https://www.depts.ttu.edu/payroll/resources/faqs/index.php

Payroll Calendar For July & August

MONTH	PAY ID	PAY NUMBER	PAY PERIOD	PAY PERIOD TOTAL HOURS	PAYDAY	PROCESSING DATES
July, 2025	SEMI-MONTHLY	14	07/01 - 07/15	88	07/25/25	07/17 - 07/21
	SEMI-MONTHLY	15	07/16 - 07/31	96	08/08/25	08/04 - 08/06
	MONTHLY	08	07/01 - 07/31		08/01/25	07/24 - 07/28
August, 2025	SEMI-MONTHLY	16	08/01 - 08/15	88	08/25/25	08/19 - 08/21
	SEMI-MONTHLY	17	08/16 - 08/31	80	09/10/25	09/03 - 09/05
	MONTHLY	09	08/01 - 08/31		09/02/25	08/25 - 08/26

Holiday Schedule

The institution will be closed on July 4th. 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.