

# PAYROLL & TAX SERVICES

May / June 2025 Newsletter  
Volume 12, Issue III



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## 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](mailto:webmaster.payroll@ttu.edu).



## 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.

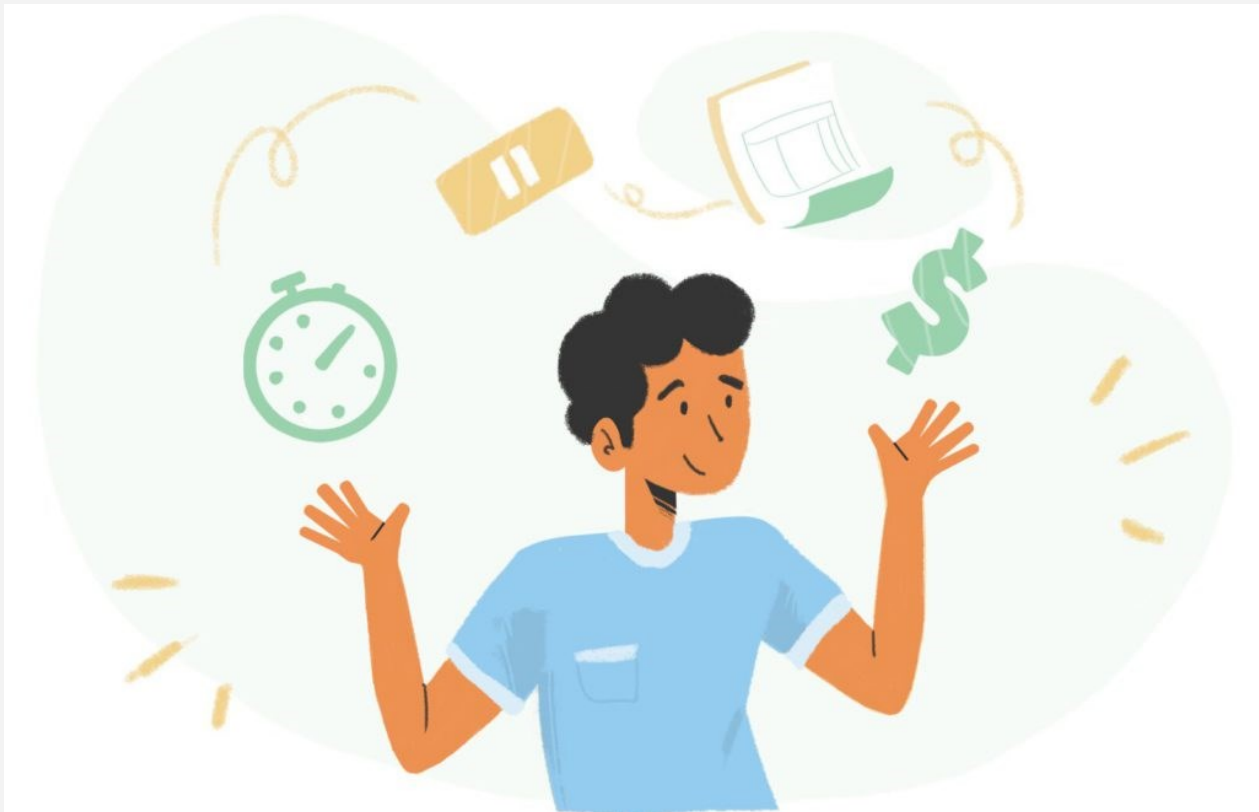
## Lump Sum Vacation Certification Form

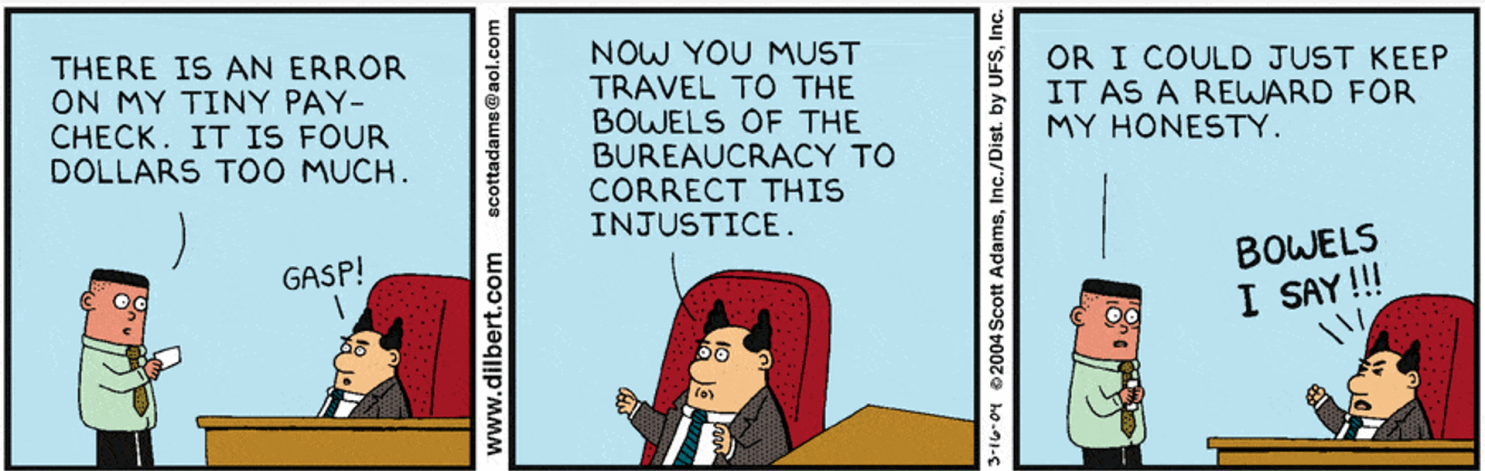
When employment ends, make sure to complete a Lump Sum Vacation Certification Form. The form is located on the Payroll & Tax website.

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

The form is electronic and it's an easy and quick process to facilitate your vacation leave payout. The form is also used to make sure we have your current mailing address to ensure that your W-2 Form is sent to the proper address at the beginning of the following year.

Vacation leave is paid out 30 days after you receive your final payroll payment. You can elect to have this paid out as direct deposit as long as you have enrolled in payroll direct deposit prior to the end of your employment. You can also elect to have a paper check which will be mailed to the address you list on the form. Vacation leave payments are paid out on Fridays.





## Overpayment

Overpayments can happen from time to time. If an employee is overpaid, please notify Payroll & Tax via email at [webmaster.payroll@ttu.edu](mailto:webmaster.payroll@ttu.edu). In the notice include the employee's name, R# and how the employee was overpaid.

Examples of overpayments are:

- An employee is overpaid hours; please list the days and number of hours that were reported incorrectly.
- Leave without pay paperwork was submitted to HR after the on-cycle payroll was completed.
- A termination or end job ePAF was applied after the on-cycle payroll was completed.
- An employee reported leave hours that should have been banked due to leave status or FMLA.

We will calculate the overpayment and send out a notice to the employee and their supervisor to collect back the funds and credit the department's FOP. We follow the procedures outlined on [OP 69.10 Payroll Overpayment Policy](#).



# REMINDER

## Manual Check Request Dynamic Form

Manual Check Request forms are now a dynamic form! The form is available on our website under the FORMS section.

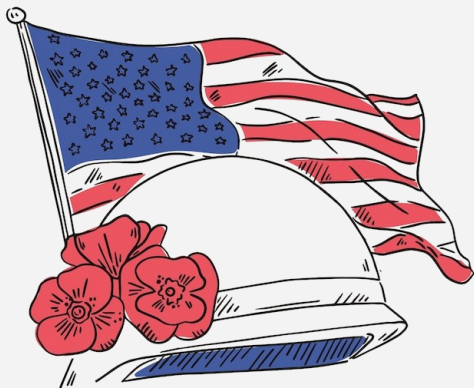
<https://www.depts.ttu.edu/payroll/forms/index.php>

The dynamic form is electronic. No need to print out forms and scan back to the payroll webmaster. As such, electronic signatures are needed in order for Payroll & Tax to process the form. Approvals are requested via email from dynamic form. If you receive an email, please click on the link and review the information listed on the form before signing.

A confirmation email is sent to the Preparer, Employee and ORG Manager when the form is fully approved. If the form is not signed, a reminder email is sent out every 3 days until it is approved or declined.

# Payroll Calendar For March & April

MONTH	PAY ID	PAY NUMBER	PAY PERIOD	PAY PERIOD TOTAL HOURS	PAYDAY	PROCESSING DATES
May, 2025	SEMI-MONTHLY	10	05/01 - 05/15	88	05/23/25	05/19 - 05/21
	SEMI-MONTHLY	11	05/16 - 05/31	88	06/10/25	06/03 - 06/05
	MONTHLY	06	05/01 - 05/31		06/02/25	05/23 - 05/27
June, 2025	SEMI-MONTHLY	12	06/01 - 06/15	80	06/25/25	06/17 - 06/20
	SEMI-MONTHLY	13	06/16 - 06/30	88	07/10/25	07/02 - 07/07
	MONTHLY	07	06/01 - 06/30		07/01/25	06/24 - 06/25



Memorial Day  
REMEMBER AND HONOR

## Holiday Schedule

The institution will be closed on May 26th for Memorial Day and June 19th for 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.

