Payroll Deadlines and Pay Date Guide

- Exempt Employees Pay Date is the 1st working day of the month
- Non-exempt employees pay days are the 10th and 25th of the month.
 - 10th of the month for time worked the 16th End of the Month, unless this day falls on a weekend or holiday, then the pay day is the day before.
 - 25^{th} of the month for time worked the $1^{st} 15^{th}$ of the Month, unless this day falls on a weekend or holiday, then the pay day is the day before.
- Web Time Entry Timesheets are due two business days after the end of the pay period by 6pm central time. Timesheets must be fully submitted and approved by this deadline to pay on the on-cycle payroll.
- TimeClock Plus hours are due two business days after the end of the pay period by 1pm central time to meet the payroll deadline to pay on the on-cycle payroll.
- Exempt Leave Reports are due the 15th of the month for the prior month.

 For example: The January leave report is due February 15th. The only exception would be the day the August leave report due in September. This can change, as needed, for reporting reasons.
- Manual Check Requests are paid on Fridays. Manual checks received by 5pm central time
 on Friday will be paid the following Friday. All manual checks are paid as direct deposit
 unless an active direct deposit is not set up. In this case, the payment will be paid as a
 paper check.
- All EOPS payments are paid with the employee's on-cycle payroll payment. For additional information and deadlines, please reference the back of this handout.

Please keep these deadlines in mind to avoid a delay in payment. For additional questions and concerns please contact the Payroll & Tax Webmaster at webmaster.payroll@ttu.edu



Electronic One-Time Payment System (EOPS)

EOPS is a payment method used to pay employees for unusual tasks or short projects.

Once an EOPS is submitted the originator can keep track of it with the Approval Tracking System. Email notices are generated to advice approvers and originators of pending and required actions. The following emails are generated by the Approval Tracking System.

- 1) Notice to the approver informing them of a pending EOPS.
- 2) Notice to the originator informing them of a rejection, approval, or expiration.



3) Notice to the originator and recipient informing them of a scheduled pay date after it is fully approved and uploaded to the correct on-cycle payroll based on the work performed dates.

Pay Period	Approval Deadline (HAS TO BE FULLY APPROVED)	Pay Dates
Semi-Monthly Employee 1st — 15th	One day after the last day of the pay period	On their 25th pay day check
Semi-Monthly Employees 16th — EOM	One day after the last day of the pay period	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

The work performed dates on an EOPS form have to be completed and the EOPS has to be fully approved before an employee will be paid. Reference the following examples:

Example 1: John Smith is a semi-monthly employee. His work performed dates are November 1, 2018 - January 15, 2019. His EOPS was fully approved by January 16, 2019. John will be paid on his January 25, 2019 paycheck.

Example 2: John Smith is a semi-monthly employee. His work performed dates are November 1, 2018 - January 20, 2019. His EOPS was fully approved by the January 16, 2019. Since his work performed date ran into the next scheduled pay period, John will be paid on his February 8, 2019 paycheck.

Example 3: Jane Smith is a monthly employee. Her work performed dates are September 1, 2018 - December 31, 2018. Her EOPS was approved on November 1, 2018. Since the work performed ended December 31, 2018, she will be paid on her January 2, 2019 paycheck.

For more information on EOPS please reference the A&F Work Tools tab on your Raiderlink/Webraider. Select AFISM Training Website, then click on the HR link or visit https://apps.afism.ttu.edu/training/class/eops-employee-one-time-payment-system-overview/