EOPS
Employee One-Time Payment System

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What are One-time Payments?

One-time payments are for unusual tasks or short projects completed in 30 days by a current employee with an active job at time of payment.

- Projects taking more than 30 days should be entered on an ePAF.
- A maximum of two payments in a semester, not in back-to-back months is allowed.

Payments are only for Texas Tech employees.

- If the payee is not an active employee with a job, then the person must be “hired” as an employee, including all new employee considerations (I9 New Employee Packet, etc).
- New hire procedures must be completed, and the employee must have an active job before a One-time Payment can be initiated.

The Budget FOP used to pay the One-time Payment must have the same Chart of Accounts (COA) code as the employee’s active job.

- COA codes are T-University, H-HSC, S-System, and E-El Paso HSC.
- If your Budget COA will be different from the employee’s regular pay COA, then you should appoint the person to a Secondary Job in your department with payment using your Budget COA.
  - The Secondary Job appointment should be completed before initiating the One-time Payment.

When the One-time Payment request is submitted, it must be approved according to Texas Tech procedures.

- Upon submission, and at each approval level, an email notifies each approver of the required action.
- Once the request has been approved as required, the request goes to Payroll to be included with the employee’s next paycheck.
- The approved request must reach Payroll by the submission due date observed for ePAF processing.
- When the request is included in payroll processing, both the employee and the originator are notified by email of the coming payment, except for employee award payments.
Codes to Classify One-time Payments

An Earning Code classifies the purpose of the One-time Payment

- **Cash Earnings**
  - Payments considered taxable by the IRS and are approved by Human Resources.

- **Non-Cash Earnings**
  - Benefits paid by TTU, taxable by the IRS, and are approved by Human Resources.

- **Employee Expenses**
  - Taxable re-imbursements that are approved by Accounting Services.

![Select Earn Code](image)
Cash Earnings Codes pay an employee a set amount of money minus the appropriate federal withholdings.

- For assistance, contact HR Compensation Operations.

Additional Compensation (ADC) Operating Policy 70.16
Additional Compensation is paid to full time employees that are exempt from reporting overtime according to the Fair Labor Standards Act.

- This payment is for work performed outside of normal duties and outside the employee’s home department.
- This payment is for completion of a project or assignment and payment will be made after the assignment is completed.
- Part-time graduate students, faculty or staff should be assigned an additional appointment for any work that is performed outside of the home department.

Lump Sum Payment (LSP)
A lump sum payment is paid to an employee for work performed outside of normal duties and outside the employee’s home department.

- This payment is for completion of a project or assignment and payment will be made after the assignment is completed.
- Overtime hour should be reported in cases where non-exempt employees are performing additional workload hours.
- Only one employee can be listed when the code is LSP
- Call Human Resources Compensation and Operations for questions on when it is appropriate to pay a non-exempt employee a lump sum payment.

Temporary Worker Sponsored Programs (TSP)
Earnings code used to pay temporary workers for services rendered on a sponsored program.

- The temporary worker position must be assigned.
- Only one employee can be listed when the code is TSP.

Award (AWD) Operating Policy 69.02
Cash awards can be paid to an employee for various reasons.
Awards should include a nomination and selection process.
Award payments are paid with a physical check for ceremonial purposes.

Tip Wages (TIP)
Code used to compensate employees who earn tips while deducting federal taxes out of those tip amounts.

Housing Allowance (HOU)
Allowance used for employees who have negotiated a housing allowance as part of their benefits package.
- Long term housing will be paid via an overload job through an ePAF transaction.
- Short term housing allowance can be paid via EOPS.

Clothing Allowance (CLO)
Allowance given to fund the purchase of new or replacement uniforms and accessories for the TTU Police Officers.
Non-Cash Earnings Codes tax an employee on the value of a non-cash benefit they received from the university.

- No money is paid to the employee.
- Only federal withholdings are assessed on the next paycheck the employee receives.
- For assistance, contact HR Compensation Operations.

Taxable Travel (TRV) Code used to tax an employee on travel expenses.

Miscellaneous Fringe Benefit (MSC) Code used to collect taxes on the value of a non-cash benefit.

Gift (GFT) Code used to collect taxes on the value of a non-cash gift given to an employee.

Employee Expenses are payments for expenses made to the employee. This list is not all-inclusive.

- For assistance, contact Accounting Services at 742-2970 or at tax.forms@ttu.edu

Taxable Moving Expenses (MOV) OP 72.10 (TTU) *
Moving expenses not included on the NMV list (below). Original receipts are required for…

- Food during the trip
- Mileage in excess of 23.5 cents (2014 rate)
- Lodging in Town A for any nights beyond the one NMV night allowed
- Lodging in Town B for nights beyond the one NMV night allowed
- Trips back to Town A for a second load of household items
- Trips between Town A and Town B to bring separate loads of goods
- * Note: These expenses are only nontaxable IF the employee turns in receipts within 60 days of the service being rendered.

Nontaxable Tuition Payments (NTP) OP 70.29 (TTU)
Benefit is only available for eligible employees whose primary worksite is located outside of Lubbock County and are enrolled at an institution other than TTU.

Other Taxable Benefit (OTB) OP 72.13 (TTU)

- Expenses with a TTU business purpose that are older than 60 days **
  - Conference registration fees
  - Exam fee reimbursements
  - Out of pocket office or classroom expenses
- COBRA payment (offered by hiring department)
- Bonus payment (in employment contract and proper approval received)
- ** Payment should be made directly to the vendor.
  - Reimbursement is allowed on an exception basis and only once OPs and proper approvals are received

Reminder about Attachments:
When submitting/attaching electronic documents in the EOPS system, please ensure that all sensitive information such as social security numbers, bank account numbers, bank routing numbers, and credit card numbers are redacted, leaving no more than the last four digits of the number. EOPS with documents displaying visible sensitive information, may be rejected back to the department for correction/redaction.
**Employee One-Time Payment System** is located on the A&F Work Tools Tab in the Human Resources channel.

Once in the system, it is easy to navigate the application.
Creating a New Request

The request opens with your name from your eRaider sign-in to RaiderLink.

- If your office **phone number** does not appear automatically, enter it in the space provided.

![Image of Employee One-Time Payment System]

- The **transaction number** will be assigned, and your entries are saved when the NEXT button is clicked at the bottom of the page.

**Warnings and Errors**

To the right of the form is a **Messages/Warnings/Errors** display area. You may need to use the bottom scroll bar to view the full display area.

- **Warnings** are “alerts” that the application has detected an inconsistency that should be reviewed. The EOPS will submit with a warning.
- **Errors** must be corrected so that the EOPS will submit.
Work Performed To/From
These date fields populate with the first day of the current month. You can change as needed. If the Work Performed To date is in the future, that is ok.

- Be aware, in this case, there will be a warning message
- Also, if it arrives to Payroll before the Work Performed To date has occurred, Payroll will wait until the date has passed before it will process it.
- Standard ePAF deadlines and payroll dates apply

![Work Performed From: April 1 2020 Work Performed To: April 1 2020](image)

Earn Code
The Earn Code defines the remainder of the form as follows:

- May add Additional Questions
- Inserts the correct Account code (FOAP) for the entered FOP
- Verifies the FOP and budget pool
- Checks the payees exempt and/or nonexempt status when needed
- Selects additional Required Approvers, if needed
- Adds comments (additional documentation?) after NEXT is clicked

Use the Detailed Explanation to describe the purpose of the payment.

- If this expense is ever audited, a well written explanation will aid in the justification of the EOPS.

![Earn Code: --Select Earn Code-- Detailed Explanation of Payment:](image)
Attachments

Add Attachments as desired/needed. Do not forget to redact and personal identifiable information.

**Additional Questions (Required)**

Depending on the Earn Code chosen, there may be additional questions that must be answered

**CAUTION:** Effort Hours should be estimated as accurately as possible. The hours are included in the total hours an employee works in a period. For **part-time** employees, the effort hours plus regular hours may affect their benefit status. For **retired** employees, the effort hours plus regular hours may affect their retirement pay.

**Funding**

Account Enter the Chart of Accounts and FOP you will be using.

- For Grants, after you enter the FOP, the **Grant ID** will automatically populate.
- The magnifying glass icon allows search for fund, organization, and program.
  - The search entry area will appear below the Messages/Warnings/Errors display area.

After the first page is complete, click **Next**. This will not only take you to the next sections, but it will give you a Transaction Number and the uncompleted EOPS form will not be saved within the system.
Enter Payees

- Type the Banner ID (R#) and click **Add Person** to enter a payee.
- If you do not have the Banner ID, then click **Search By Name** to enter a payee name and retrieve the R#. Payee names may be partially spelled (not fully typed, not capitalized, etc).
- **Note:** If the Earn Code is not allowed for nonexempt, then the nonexempt employees cannot be found in the search.

![Payee Entry Form](image)

**Note:** The exempt/nonexempt status of the employee is compared to the allowable status of the earn code and rejected if not allowed.

After you add the persons you are paying,

- Select from a list of active positions if the employee has more than one appointment. Choosing the correct Position # is important if you are paying someone who usually works under a different Chart of Accounts.
- Enter the payee amount and **SAVE** the entry.
- Both exempt and nonexempt payees can be processed on the same form, as allowed by the Earn Code. The payees will be separated into the appropriate monthly or semi-monthly payroll process.
- Once you enter a payee, **Edit** and **Delete** buttons allow corrections.
- When finished, click “Next” to continue to the Approvers section.
Select Approvers

- On your first transaction, you will select;
  - Financial Manager approver
  - Department Head approver, and
  - Dean/Provost/VP Approver.
- Your entries on these levels are remembered for future forms, and you can override the remembered entries on those future forms.
- You may search for an approver by name. You do not have to type the complete names(s).
- Required levels have already been selected. They may vary based on earn code requirements.
- Note: The list of possible Approvers for EOPS is the list of ePAF Approvers from all ePAF Approval Levels (5, 10, 20, etc).
  - Approver names are added via TEAM App for ePAF Level 20, Department Head
  - Approvers may be added to other ePAF levels by emailing HR Compensation and Operations
  - **BEWARE:** Current researchers who need to sign the EOPS may not be ePAF Approvers, and must be set up as an approver so that the EOPS can be completed and submitted.

<table>
<thead>
<tr>
<th>Role</th>
<th>Approver ID</th>
<th>Proxy ID</th>
<th>Proxy</th>
<th>Remove Approver</th>
<th>Select Approver</th>
<th>Delete</th>
</tr>
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<td>Department Head</td>
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</tr>
<tr>
<td>Dean/Provost/VP</td>
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<tr>
<td>Role: Financial Manager</td>
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<td>Remove Approver</td>
<td>Select Approver</td>
<td>Delete</td>
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<tr>
<td>Banner ID:</td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

The preparer also has the ability to **Add Additional Approvers** and indicate where those additional approvers occur on the routing sequence.
Select Proxies
After selecting the approver, you must select a proxy if the approver has a proxy list for ePAF approval.

- The proxy list is specific to the approver, as already designated for ePAF approval.
- Approvers update their own Proxy lists in the ePAF application.
  - If the approver has no proxies assigned for ePAF, then no proxy is required on the EOPS request; if the approver has an ePAF proxy list, then a name must be selected on the EOPS request.
- Proxies do not receive email notices.
- When a proxy approves a request, the proxy’s name is listed (not the approver’s name) on the EOPS approval tracking.

Completing the EOPS
When all information has been added and all warning messages have been addressed, “Submit” the EOPS for processing.
After Submission

Upon successful submission, the application presents an acknowledgement screen with the transaction #, payroll deadlines, and tracking links. Click **OK** to continue.

The request will be stamped with the submission date and time. The EOPS will ‘expire’ and be returned to the originator if it has not received all approvals in 30 days.

**NOTE:** After the EOPS is submitted, it is approved by all approval levels before it goes to Payroll to be processed with the employee’s pay for the period. Payroll must consider two guidelines:

- The EOPS cannot be added to a pay period until after the Work Performed end date.
- The EOPS must be received by the Period cut-off date for employee changes/updates.
Email Notices
Once a request has been submitted, email notices are generated to advise approvers and originators of pending and required actions. The following emails are generated by the Approval Tracking System.

- **Notices to the Originator**
  - Rejection
  - Approved
  - Expiration
  - Payment Notice when the employee is scheduled for a pay date

- **Notice to the Approver**
  - Notice to Approve

- **Notice to Recipient**
  - Payment Notice when the employee is scheduled for a pay date

Editing / Completing an Existing EOPS Request

An “existing request” is an EOPS saved but not submitted or an EOPS returned for correction.

To edit or completed the EOPS:
- Either enter the Transaction # and Enter,
- Or click the magnifying glass icon; a list is presented below the Messages panel.
Track Approvals

To track approvals, you may either enter the transaction # or search for the transaction # by clicking the magnifying glass. When searching, the list of requests in progress (as well as completed and paid requests) will be displayed and you can click the desired transaction.

Tracking your transaction involves both the EOPS and the Approval Tracking System (ATS)

The **Submitted Approval Chain** is the routing entered and submitted by the EOPS originator
- The **Latest status from the Approval Tracking System** shows the current routing status, with changes entered by Approver(s). *New changes are entered after the name of the Approver who makes the changes.*

The tracking status shows:
- Status through the approval levels
- When rejected, a reason is provided
- Whether the Approver (A) or the Proxy (P) made the approval, and
- The date and time of the approval.
HR Cognos Reports for EOPS

If you have access to run HR reports, then you can run EOPS reports. They can be found in Cognos at…

Team app > Human Resources > Departmental Users > One Time Payments (EOPS)

Approval Tracking System (ATS)

The ATS can be found in A&F Work Tools Tab > Human Resources > ATS, Approval Tracking System

Select the radial button to indicate approval or rejection (or leave unselected) of desired documents(s)
Then click the Process Selected Documents button.

The Details button allows review of the full EOPS request; see next page

Approver – OR- Proxy: Click the radial button to choose whether to view the list for you as an approver, or the list for you as a proxy.
In the ATS, after clicking the Details Button, you can view the entire request.

From this screen, you can Approve/Deny the request or Take no Action which will return you to the previous screen.