PAYROLL & TAX SERVICES

CALENDARS AND DEADLINES

PAYROLL CALENDARS

AVAILABLE ON THE PAYROLL & TAX WEBSITE

A payroll calendar outlines the dates for employee payments and related deadlines. It is a useful tool for both departments and employees as it ensures payroll payments are made in a timely manner.

Here's a breakdown of key elements:

1. Pay Periods and Frequency:

Semi-Monthly: Employees are paid twice a month, on the 25th for time worked 1st - 15th and on the 10th for time worked 16th - end of month. If these dates fall on a weekend or holiday, payday will be on the prior business day.

Monthly: Employees are paid once a month, on the first **working day** of the following month.

2. Key Dates and Deadlines:

Payday: The date when employees receive their paychecks.

Submission Deadlines: Deadlines for employees to submit and for managers to approve hours worked on a web-time entry timesheet are two business days after the end of the pay period.

Payroll Processing Deadlines: Dates for payroll professionals to complete payroll processing, including tax deductions and benefit contributions for both on-cycle and off-cycle payrolls. Reference the processing calendar for more details.
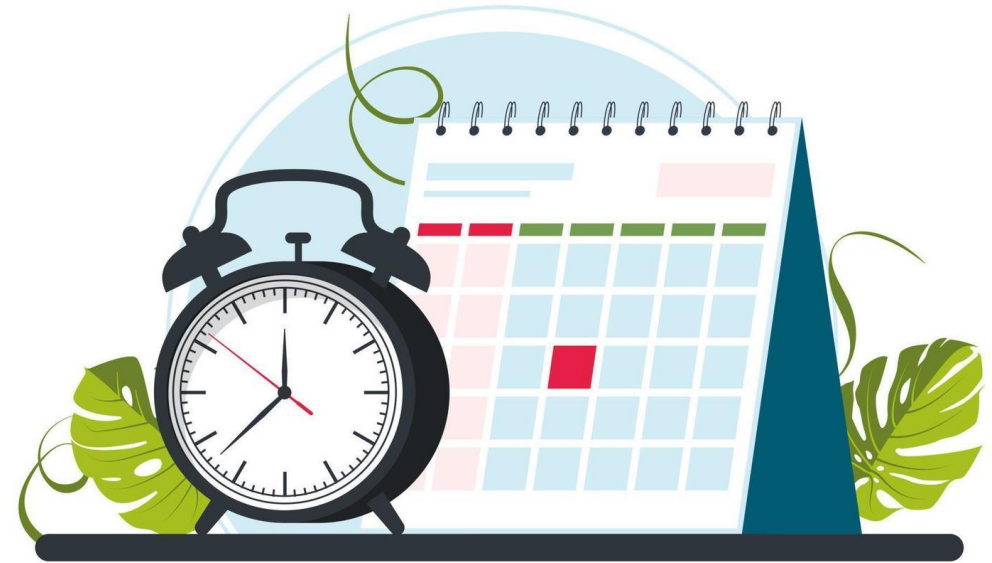
PROCESSING CALENDAR

VISUAL CALENDAR WITH DEADLINES

The Processing Calendar is available on our website and in the Payroll & Tax section of Raiderlink/Webraider.

The following elements are included:
- On-Cycle processing dates for both the semi-monthly payroll (processed twice a month) and monthly payroll (processed once a month)
- Holiday Closures
- ePAF deadline for both semi-monthly and monthly employees to go into effect for the upcoming on-cycle payroll
- Leave report deadline, the 15th of each month
- Payday for both semi-monthly and monthly employees
- Timesheet deadline for both Time Clock Plus and Web Time Entry timesheet submissions
- EOPS deadlines for the upcoming on-cycle payroll

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ADDITIONAL CALENDARS

PAY SCHEDULE AND END USER CALENDAR

TEXAS TECH
PAYROLL CALENDAR
Calendar Year 2025

MONTH	PAY PERIOD	PAY ID	PAY NUMBER	Final ePAF/New Employee Packet to HR*	Final Departmental Approval for TimeClock Plus CUTOFF 1PM (CENTRAL) WEB TIME ENTRY/Gateway CUTOFF 6:00 PM (CENTRAL)	Final EXEMPT LEAVE REPORT CUTOFF 11.59 PM (CENTRAL)	STANDARD WORKING HOURS FOR PAY PERIOD	PAYDAY
December 2024	12/16 - 12/31	SEMI-MONTHLY	01	12/22	1/3/2025		96	1/10/2025
	12/1 - 12/31	MONTHLY	01	12/18		1/15/2025		1/2/2025
January 2025	1/1 - 1/15	SEMI-MONTHLY	02	1/13	1/17/2025		88	1/24/2025
	1/16 - 1/31	SEMI-MONTHLY	03	1/29	2/4/2025		96	2/10/2025
	1/1 - 1/31	MONTHLY	02	1/18		2/15/2025		2/3/2025

To the right is a sample of our end user calendar. It is available on a month-to-month basis and includes the same information as the processing calendar. Just like the pay schedule calendar, this version also includes the working hours per pay period for semi-monthly employees.

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We also provide a couple other calendars on our website. To the left is a sample of our pay schedule calendar. This calendar lists the same information as the processing calendar but also includes the working hours per pay period for semi-monthly employees. It is a single page and is a great reference tool.

May 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Exempt Pay Day (April 1st-30th) Non-Exempt Pay Period Begins (May 1st-15th Regular Hours = 88 Hours)	2 Non-Exempt Time Sheets Due to Payroll (April 16th-30th Regular Hours = 88 Hoiurs) TimeClock Plus Hours Due by 1pm Central Time	3
4	5	6	7	8	9 Non-Exempt Pay Day (April 16th-30th)	10
11 Mother's Day	12	13 Non-Exempt ePAFs Due to HR (May 1st-15th)	14	15 Exempt Leave Reports Due (April 1st-30th) Non-Exempt Pay Period Ends (May 1st-15th Regular Hours = 88 Hours)	16 Non-Exempt Pay Period Begins (May 16th-31st Regular Hours = 88 Hoiurs)	17
18 Exempt ePAFs due to HR	19 Non-Exempt Time Sheets Due to Payroll (May 1st-15th Regular Hours = 88 Hours) TimeClock Plus Hours Due By 1pm Central Time	20	21	22	23 Non-Exempt Pay Day (April 1st-15th)	24
25	26 Memorial Day HOLIDAY	27	28 Non-Exempt ePAFs Due to HR (May 16th-31st)	29	30	31 Non-Exempt Pay Period Ends (May 16th-31st Regular Hours = 88 Hours)

DEADLINES

PAYROLL AND EOPS DEADLINES

A payroll deadline is the final date by which all employee information, including hours worked, deductions, and adjustments must be submitted or finalized to be reflected on their upcoming payroll payment. This ensures that employees are paid accurately and on time. We have developed guides to assist with general questions you may have. These guides work hand in hand with our calendars to ensure employees are paid in a timely manner. The guides are available on our website that can be accessed 24/7.

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

The payroll deadline guide lists the following information:
- Timesheet submission deadline for semi-monthly employees
- Leave report deadline for monthly employees
- Manual Check Request deadline

EOPS DEADLINE

GUIDE AND PAYMENT INFORMATION

Employee One-Time Payments are included with an employee's on-cycle payroll payments. The only exception to this are award payments. These types of EOPS transactions are paid with the off-cycle payroll. Award payments are paid the Friday prior to the ceremony date listed on the transaction and can be paid as direct deposit or a paper check. EOPS transaction that run through the on-cycle payroll are paid as direct deposit unless the employee has not enrolled, then the transaction is produced as a paper check.

The EOPS deadline guide lists the following information:

- Information about the Employee One-Time Payment System
- Deadlines for both semi-monthly payrolls and the monthly payroll
- Examples of various scenarios to help departments understand how these transaction are paid

Departments can run Cognos EOPS_002 – EOPS Detail report to view the payroll ID and pay number the transaction will be paid on. Only authorized individuals within that organization with the correct security level can run this report. A quick link is available on our website under Manager Resources.

https://www.depts.ttu.edu/payroll/resources/manager/manager-resources.php

Additional Cognos reports are EOPS_001 – EOPS Listing, EOPS_003 – EOPS Detail with Approver Information and EOPS_004 – EOPS List by Originator.

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