

EMPLOYEE INFORMATION

My job is going to be nonexempt.....

What is happening to me?

With implementation of the new rules, your position will change to nonexempt even though you may have been exempt for many years. You are still important to Texas Tech and an integral part of the TTU team. This change is simply to the manner and method of your pay, and in no way reflects your value to Texas Tech.

When will I be paid?

Pay Period:

Pay Date:

1st – 15th of the month

25th of the month

16th – last day of the month 10th of the following month

If one of the above pay dates falls on a weekend or institutional holiday, nonexempt employees will be paid on the last work date prior to the weekend or holiday.

Therefore, you will receive a paycheck on November 1st for the month of October. You will receive a paycheck on November 23rd for the pay period November 1-15th. You will receive a pay check on December 9th for pay period November 16th -30th. Your next check will be on December 23rd for December 1st – 15th. And so on.

You will need to consider the financial change that will occur with your personal budget. With the holiday shopping season right after this change, it is important to budget to account for two separate pay periods. Unless you budget for the upcoming changes, this could lead to financial hardship during the holiday months.

Please plan accordingly.

The 2016 and 2017 calendar year pay periods and pay dates are posted for all employees to view. These calendars can be found on the front page of the payroll website at www.payroll.ttu.edu. The following link will take you directly to the calendars: <http://www.depts.ttu.edu/payroll/pay-schedule/index.php>

Is my annual salary going to change?

Although an employee's annual pay will not be reduced as a result of the change to nonexempt, pay check amounts will fluctuate from pay period to pay period based on the number of hours worked in that pay period.

How does going to be paid twice a month impact my:

Automatic Drafts: If you currently have automatic drafts coming out of your bank account, usually at the beginning of the month since that is when you were paid, you may need to make changes. You need to be proactive to make the necessary changes to the dates of these automatic drafts to coincide with your new scheduled pay day dates. Making a change will avoid any issues with overdraft charges, etc. Be proactive and work with your creditors to change due dates of payments if applicable or you can budget the scheduled dates based on your adjusted budgets.

Direct Deposit Information: You should review banking information if you have multiple bank accounts setup for payroll. If changes need to be made to the dollar amounts or percentages going to these accounts, these changes need to be done ASAP before the non-exempt payroll process begins.

Deductions: Taken in equal amounts from each check. (This includes Child Support)

Important: If now as an exempt employee, you have **additional Federal Income tax** withheld from your paycheck, you will need to submit a new W-4 based on the fact you will receive two paychecks per month. For example, if you now withhold an extra \$200 per paycheck, you will need to revise your W4 to show an extra \$100 per paycheck. If you need to make this change, complete a new W-4 form with the change to Line 6 and submit the completed form to Human Resources. The link to the W-4 form to make changes if needed is: <https://www.irs.gov/pub/irs-pdf/fw4.pdf>. These new W-4 forms must be submitted to HR by October 24th to ensure the correct deduction will be in effective by November 1, 2016.

Longevity: Paid on the check issued on the 10th day of the month.

Benefits: Your benefits will not change, but the premiums will be split between your semi-monthly paychecks.

Leave accruals: Your leave taken will be removed from your balances with each pay cycle. Your monthly accrual is added with the processing of the first pay period of the month.

Are my overall benefits going to be affected?

No, your overall benefits will not be affected. However, overtime payments are eligible for Teacher Retirement System contributions, therefore you will be contributing to TRS

on the overtime payment and the employer matching will be contributed on your behalf. This will increase your annual payments reported to TRS.

How can I determine how many hours will be in each pay period?

Nonexempt employees should access the 2016 and 2017 Pay Frequency Worksheet calculator on the payroll website <http://www.depts.ttu.edu/payroll/documents/2016-pay-frequency-worksheet.xlsx> . This will help you with your personal budgeting.

How do I report my hours worked?

Nonexempt employees will use the WebTime Entry timesheet accessed from their *Raiderlink/Webraider* portal or use the *Time Clock Plus* system if utilized by their department. WebTime Entry must be completed by the employee and approved by 6pm CT the second business day after the end of the pay period. Time Clock Plus users may have a different deadline.

Hint: Put reminders of pay period deadlines for timesheet submissions on your calendars for the first four pay periods to make sure your timesheets are submitted and approved on time to avoid a delay in payment.

For further instructions see:

TTU:

<http://www.depts.ttu.edu/afism/training/documents/WTE%20WLR%20Employee%20Guide%202008%2010%2006.pdf>

TTUHSC: <http://www.ttuhs.edu/hr/documents/EmployeeGuideWTE.pdf>

TTUHSC El Paso:

<http://www.depts.ttu.edu/afism/training/documents/WTE%20WLR%20Employee%20Guide%202008%2010%2006.pdf>

Detailed Webtime entry video tutorials are also available at:

<http://www.depts.ttu.edu/afism/trainingv2/trainingVideos.asp?tabid=contentTab1>

IMPORTANT: An employee who fails to submit their timesheet for approval by the deadline will not be paid on the normal on-cycle payroll. If you did not get paid, you will need to contact your department to have them submit a manual check request. All manual checks requests received by Friday 5pm central time to Payroll & Tax Services, webmaster.payroll@ttu.edu, will be paid the following Friday with a paper check. It is extremely important to submit your timesheet for approval on time to avoid this issue.

Delay in your payment for a manual check request will be a longer wait during the Christmas break. If you miss the deadline on the December 1st-15th pay period, which will pay on December 22nd, your department will need to submit a manual check request to Payroll & Tax Services; and this manual check will not pay until January 6, 2017. Make sure your timesheet is submitted for approval by the deadline for all pay periods to avoid this issue.

If I'm approved for overtime, how and when will it be paid?

When over 40 hours in a week are worked, the amount of time over 40 hours will be paid at 1 ½ times the regular rate. When a combination of leave and hours worked exceeds 40 hours in a work week, the amount of time worked over 40 hours will be paid at the regular hourly rate. If a work week is split between two pay periods, any overtime calculation will be done with the second pay period. The Texas Tech workweek is Sunday 12:01 am to Saturday 12:00 midnight.

How can I calculate my gross pay?

Nonexempt employees should access the 2016 and 2017 Pay Frequency Worksheet calculator on the payroll website <http://www.depts.ttu.edu/payroll/documents/2016-pay-frequency-worksheet.xlsx>. This worksheet was developed to assist full-time non-exempt employee's budget for their financial obligations based on the fluctuations of work days for each pay period. This is an estimate only based on the assumption of a standard full-time non-exempt employee working 8 hours per day (Monday – Friday) and based on the employee's hourly rate entered into the spreadsheet to determine what the gross base pay will be for each pay period. **The spreadsheet is a great budgeting tool for non-exempt employees based on those assumptions listed above.**

What about my last Exempt Leave Report?

You will need to submit your MN October Leave Report by COB October 31, 2016. This leave report is for leave taken in October, 2016. If you have an issue with submitting the October leave report, please send an email to the payroll webmaster at webmaster.payroll@ttu.edu so you can receive assistance with the submission. The October leave report must be submitted to ensure your leave balances are correct.

Will I be able to carry over any hours from one week to the next for compensatory time purposes?

Texas Tech does not have a compensatory time policy for nonexempt employees. Hours may not be carried forward from one work week to the next. Nonexempt employees are to be paid for all hours worked in each work week. Your supervisor may “flex” your work hours during a work week to maintain a 40 hour work week.

I do a lot of travel in my job as an exempt employee. How am I affected since I am going to be nonexempt?

The DOL rules for paying for travel time for nonexempt employees are very specific and must be followed. Please see the expanded rules for nonexempt travel in our OP 70.06 and the attached document detailing nonexempt travel.

Discuss your travel before it occurs with your supervisor to determine what hours you will report on your timesheet.

I have a cell phone allowance. Do I get to keep it?

All cell phone allowances are being discontinued at Texas Tech. An employee with a cell phone allowance on or before August 1, 2016 will have the amount of their cell phone allowance rolled into their base salary effective November 1, 2016. It is important to remember if you access/answer work related information on your personal cell phone in response to your supervisor, not during normal work hours, you must report time worked. At Texas Tech time worked is reported in 15 minutes increments when at least 8 minutes is worked. Therefore if you spend 9 minutes after normal work hours, you will report 15 minutes (.25) on your time sheet for that time worked.

Do I need to do anything right away in November?

Checklist for November:

1. Open your Web Time Entry timesheet on your first working day for the pay period of November 1st-15th. If you are on Time Clock Plus, you must clock in.

If you are unable to access your timesheet, you will need to send an email to webmaster.payroll@ttu.edu and provide your name, R number, and the name of your approver. Payroll will research the issue to get you access to your timesheet ASAP. If you have an issue with clocking in to Time Clock Plus, contact your immediate supervisor.

2. Review the payroll calendar to understand the pay periods and the pay dates associated with those pay periods.
3. Review banking information if you have multiple bank accounts setup for payroll. If changes need to be made to the dollar amounts or percentages going to these accounts, these changes need to be done ASAP before the non-exempt payroll process begins.
4. Put reminders on calendars about payroll WTE timesheets or Time Clock Plus deadlines to avoid delays in payment.