

Q AND A's SPECIFIC TO PAYROLL CONSIDERATIONS

When do the new rules take effect at Texas Tech?

Texas Tech will institute the new rules effective **November 1, 2016.**

What is the workweek for the Texas Tech University System?

The Texas Tech workweek is Sunday 12:01 am to Saturday 12:00 midnight.

What are the pay periods for nonexempt employees?

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

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

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 them directly to the calendars: <http://www.depts.ttu.edu/payroll/pay-schedule/index.php>

How does being paid twice a month impact:

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

Direct Deposit Information: The employee should review banking information if they 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.

Important: If now as an exempt employee, they have **additional Federal Income tax** withheld from their paycheck, they will need to submit a new W-4 based on the fact they will receive two paychecks per month. For example, if they now withhold an extra \$200 per paycheck, they will need to revise their W4 to show an extra \$100 per paycheck. If they 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: Their benefits will not change, but the premiums will be split between their semi-monthly paychecks.

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

Are overall benefits going to be affected?

No, their overall benefits will not be affected. However, overtime payments are eligible for Teacher Retirement System contributions, therefore they will be contributing to TRS on the overtime payment and the employer matching will be contributed on their behalf. This will increase their annual payments reported to TRS.

Can they 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 with personal budgeting.

How do they report 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 their calendars for the first four pay periods to make sure their 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 they did not get paid, they will need to contact their 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 their timesheet for approval on time to avoid this issue. Delay in their payment for a manual check request will be a longer wait during the Christmas break. If they miss the deadline on the December 1st-15th pay period, which will pay on December 22nd, their 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 their timesheet is submitted for approval by the deadline for all pay periods to avoid this issue.

If a nonexempt employee is 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.

Can a nonexempt employee calculate their 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 the last Exempt Leave Report for a transitioning employee?

They will need to submit their MN October Leave Report by 6:00 pm CT on October 31, 2016. This leave report is for leave taken in October, 2016. If they have an issue with submitting the October leave report, please send an email to the payroll webmaster at webmaster.payroll@ttu.edu so they can receive assistance with the submission. The October leave report must be submitted to ensure their leave balances are correct.

As a nonexempt employee, are they 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. Their supervisor may "flex" their work hours during a work week to maintain a 40 hour work week.

Are cell phone allowances transitioning to the new nonexempt position?

Cell phone allowance will not follow the employee to the new non-exempt position. If the department considers access to a personal cell phone for work related reasons an integral part of the job functions, they must follow the procedure for adding the allowance back to the employees' record.

What should the employee going to nonexempt do right away November?

Checklist for November:

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

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

Deadline Reminders: Remember that deadlines may differ for ePaf, EOPS or other employee transactions for nonexempt versus exempt employees. Refer to the Payroll Deadline calendars on your portal or the payroll website:

Payroll Deadlines and Pay Date Guide and calendars:

<http://www.depts.ttu.edu/payroll/pay-schedule/documents/payroll-services-general-deadlines.pdf>

<http://www.depts.ttu.edu/payroll/pay-schedule/index.php>