

SUPERVISOR INFORMATION

I have employees who will now be nonexempt.....

How do I determine if my employee is now exempt or nonexempt?

The new rule will change the Texas Tech pay plan. There are job titles whose pay grade will not meet the new salary threshold and will no longer be considered exempt. Departmental administrators have been informed of the job titles that will be changing from exempt to nonexempt and should be meeting with affected employees and their supervisors. Employees and supervisors are welcome to contact their local Human Resources office for further information.

What can I do to help my employee transition to the new status?

Make sure your employee(s) read the Employee Q&A for important information concerning how they will be paid as a nonexempt employee. It will be helpful for supervisors to also read the Employee Q&A.

What is the workweek for the Texas Tech University System?

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

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

Remember a work *week* is always 40 hours. The number of hours in a *pay period* fluctuates depending on the number of work days in the pay period. Access the payroll website 2016 and 2017 Pay Frequency Worksheet calculator to see hours for each pay period. <http://www.depts.ttu.edu/payroll/documents/2016-pay-frequency-worksheet.xlsx>

My now non-exempt employees do a lot of travel for their job. What are the travel rules for nonexempt employees?

The Department of Labor (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 HSC OP 70.06. It is recommended you discuss with the nonexempt employee the travel and hours to be reported prior to the commencement of the travel time.

Can a nonexempt employee 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.

If I approved their exempt WebLeave Report, do I now approve their timesheet? How do I approve my employees’ Web Time Entry timesheets?

Yes, all Web Leave approvers will be transferred automatically as their employees’ WebTime Entry approver. Time approvers access WTE through their Webraider/RaiderLink portal. For specific instructions see:

TTU:

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

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

TTUHSC El Paso:

<http://www.depts.ttu.edu/afism/training/documents/WTE%20WLR%20Approver%20Trainer%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>

The deadline for approving Webtime entry is 6pm the second business day after the last day of the pay period. If a timesheet is submitted and not approved it will be processed through the payroll system. **It is the approvers’ responsibility to always approve timesheets.** A proxy can be established to approve in your absence.

What if my employee does not submit a time sheet or misses the deadline?

It is the approver’s responsibility to ensure their employees submit timesheets on time. Employees who fail to submit their timesheets for approval by the deadline will not be paid on the normal on-cycle payroll. If your employee informs you that they did not get paid; you will submit a manual check request. All manual check 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 that timesheets are submitted on time to avoid this issue. Please note the delay in payment for a manual check request will be a longer wait during the Winter Holiday break. A timesheet that misses the deadline on the December 1st-15th pay

period, which will pay on December 22nd, will require a manual check request to Payroll & Tax Services. That manual check will not pay until January 6, 2017. Make sure timesheets are submitted for approval by the deadline for all pay periods to avoid this issue.

Is there a different deadline for the employee's last exempt WebLeave Report?

Yes, an employee who will transition from exempt to nonexempt must complete their October leave report by the close of business **October 31, 2016**.

Do I have a budget for overtime pay?

Supervisors should consult with their department/business administrators to determine if funds are available for overtime payments.

If I don't have a budget to pay overtime, what can I do?

Supervisors may monitor the hours worked during the work week and "flex" i.e. change any work day hours in that week in order to avoid overtime pay. For example, employees may work 9 hours on Wednesday and Thursday and then just six on Friday. **It is against the law to not pay overtime to a nonexempt employee when they have worked over 40 hours in a work week. It is against the law to add hours to the next pay period. Supervisors not complying with this law will be subject to discipline up to and including separation from employment.**

How is overtime calculated?

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.

What is happening with nonexempt employees' cell phone allowances?

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 that when a nonexempt employee accesses/answers work related information on their personal cell phone in response to their supervisor, not during normal work hours, they must report time worked. At Texas Tech time worked is reported in 15 minutes increments when at least 8 minutes is worked. Therefore if the employee spends 9 minutes after normal work hours, they will report 15 minutes (.25) on their time sheet for that time worked.

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>