Frequently Asked Questions (FAQ’s)
Overtime Payments Beginning September 2008

Which employees will be receiving overtime payments?
All employees classified as non exempt under FLSA standard will begin receiving payment for all hours reported during a workweek beginning September 2008. At Texas Tech the standard workweek is from midnight Sunday to midnight of the following Saturday.

How do I know if I am non-exempt?
If you submit either a paper timesheet or electronically submit time and report worked and non worked hours, you are classified as non-exempt under FLSA rules. At Texas Tech, non-exempt employees are those employees who currently submit time worked and leave taken on either a bi-weekly or monthly timesheet.

Can I choose not to be paid overtime and continue to earn comp time for my extra time worked?
No. Beginning September 1st, 2008, all non-exempt employees will be paid for all hours worked based on reported hours for a given pay period.

When will I receive my overtime payment if I work overtime hours during September 2008?
If you report you time on a monthly basis, you will receive payment for all hours reported over 40 hours in each workweek in September on your November 1st pay check.

How are overtime hours calculated for payments?
When hours worked exceeds 40 hours in a work week or the combination of eligible leave and hours worked exceeds 40 hours in a work week.

What hourly rate will be used to pay time worked over 40 hours?
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 hourly rate. The 1 ½ rate will be paid only when the hours worked exceeds 40 hours during a work week. This calculation is not used, however, when the combination of time worked and leave taken exceeds 40 hours

What rate of pay will be used if my combined hours (worked and combined leave hours) for the work week exceed 40 hours?
When the combination of eligible 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.

Will they pay me for all comp time accumulated as of August 31st, 2008?
Departments may require employees to take time off to use up comp time balances by October 31, 2008.

Any balances not used as of November 1, 2008 will be paid to employees on December 1, 2008.
Are overtime payments eligible for TRS reportable wages?
Yes. All overtime payments are eligible for Texas Teacher Retirement System contributions and are part of TRS reportable wages. The payment of comp time, by TRS rules, is not eligible for TRS contributions.

Who can I call if I have additional questions?
If you have questions, please contact your Human Resources Office.

HSC Employees:

- Lubbock Human Resources Office
  - David Fry
  - (806) 743-2865
- Amarillo Human Resources Office
  - Devona Smith
  - (806) 354-5410
- El Paso Human Resources Office
  - Rebecca Salcido
  - (915) 545-6413
- Odessa Human Resources Office
  - Ronnie Dunn
  - (432) 335-1821
- Correctional Managed Health Care
  - Human Resources Office
  - Ella O’Neal
  - 1-866-541-7731
  - (806) 793-0791

TTU and System Employees:

- Human Resources Payroll Department at (806) 742-3211 or webmaster.payroll@ttu.edu