During the next year, two institutional changes will be implemented which will affect all Texas Tech non-exempt employees. Non-exempt employees are those employees who currently submit their time worked and leave taken on either a bi-weekly or monthly timesheet.

**Overtime Payments Beginning September 2008**

Beginning September 1, 2008, all non-exempt employees will be paid overtime when either 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.

- The current practice of accumulating comp time for monthly non-exempt employees will end on August 31, 2008 and all balances will be frozen.
- Departments may require employees to take time off to use 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.
- All overtime payments are eligible for Texas Teacher Retirement System contributions
  - Payment of comp time is not eligible for Texas Teacher Retirement System contributions.
- 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.
- 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.

**Change in Frequency of Pay Check Beginning January 2009**

As announced in summer 2007, beginning January 2009, all non-exempt employees will be paid twice a month based on the following new pay periods and pay dates:

<table>
<thead>
<tr>
<th>Pay Period:</th>
<th>Pay Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st – 15th of the month</td>
<td>25th of the month</td>
</tr>
<tr>
<td>16th – last day of the month</td>
<td>10th of the following month</td>
</tr>
</tbody>
</table>
If one of the above pay dates falls on a weekend or holiday, the non-exempt employees will be paid on the last work day prior to the weekend or holiday.

Due to the new pay schedule changes, beginning in December 2009, non-exempt employees will receive a pay check the last work day prior to the Christmas holidays since the normal payday would be 12/25.


Employees will report hours worked and leave taken via a new web time entry system. Employees currently reporting their time using an electronic time keeping system will continue to use those systems.

Compensation each pay period will be based on the reported number of hours worked.

Although an employee’s annual pay will not be reduced as a result of the modification in pay frequency, the pay check amount will at times fluctuate from pay period to pay period based on the number of hours to be worked in a pay period.

All deductions (i.e. insurances, garnishments, retirement) will be taken in equal amounts from each check.

Longevity pay will be paid on the check issued on the 10th day of the month. Texas State statute only allows for longevity pay to be distributed one time per month in the month following completion of work.

To assist you with this change, Frequently Asked Questions and a Pay Calculation Worksheet are available at the following links:

HSC Employees:  TTU and System Employees:
http://www.ttuhsc.edu/hr/  http://www.depts.ttu.edu/personnel/administration/

If you have questions regarding the changes announced above, please contact your supervisor. If after discussion, questions still remain please contact your Human Resources Office.

Informational meetings will also be held, with times and locations to be announced at a later date via electronic media. Employees who do not have access to a computer or who have questions, may contact the specified departments listed below for more information.

HSC Employees:
- Lubbock Human Resources Office
  - David Fry - (806) 743-2865
- Amarillo Human Resources Office
  - Devona Smith - (806) 354-5410
- Correctional Managed Health Care Human Resources Office
  - Ella O’Neal - 1-866-541-7731
  - (806) 793-0791

TTU and System Employees:
- El Paso Human Resources Office
  - Rebecca Salcido - (915) 545-6413
- Odessa Human Resources Office
  - Ronnie Dunn - (432) 335-1821

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