

Notice:

To aid in tracking any special payments related to COVID-19, please use the following information when completing Employee Special One-Time Payments, EOPS, for payment to employees.

- COVID-19 should be the first line in the Detailed Explanation of Payment section.
- Include as much information as possible in the Detailed Explanation of Payment section.
- Any LSP payments to nonexempt staff should include a worksheet of hours worked and an overtime calculation, as appropriate.

EOPS deadlines can be found [here](#). Working remotely limits the ability to pull EOPS payments from the regular on-cycle payroll process. Please ensure the EOPS is completed correctly and submitted timely to ensure processing on the appropriate payroll cycle.

For budget questions, please contact BudgetElp@ttuhsc.edu.