



TEXAS TECH UNIVERSITY

Payroll & Tax Services-

Exempt to Nonexempt Transition

Pay Dates

- November 1st - Paid for Oct 1 - 31st in exempt position
- November 23rd - Paid for hours worked/leave taken Nov 1st - 15th
- December 9th - Paid for hours worked/leave taken Nov 16th - 30th (includes longevity)
- December 22nd - Paid for hours worked/leave taken Dec 1st -15th
- If Dec 1st - 15th time is not submitted and approved by December 19th deadline then payment cannot be processed until 2017.

Effects

- Overtime is paid beyond 40 hours worked in a Sunday - Saturday workweek.
- If pay period ends in the middle of the week, overtime is paid on the following paycheck.
- Pay will fluctuate based on hours worked in each pay period. Annual salary is not changing.

Reminders

- Submit a final leave report for exempt position by **October 31st**.
- Clock In/Out beginning November 1st
 - Select correct position for time worked
 - Record leave appropriately before submission deadline
- Utilize budgeting worksheets available on Payroll & Tax Services website to plan for estimated gross pay in each pay period.
- Review Form W4 additional withholding amount and update if needed by October 24th.
- Review direct deposit allocation and update if needed by November 1th. Update/Create
- My Direct Deposit on the Payroll & Tax tab in WebRaider.
- Review additional guidance if travel is required for job.

Questions & Resources

- Payroll Webmaster – webmaster.payroll@ttu.edu
- Payroll & Tax tab in WebRaider