



PRAIRIE VIEW A&M UNIVERSITY

## PAYROLL SERVICES

HELPFUL HINTS



# The Mission of Payroll Services is to:

- Properly maintain the University's payroll system and records
- Prepare and/or submit payroll vouchers and reports in a timely manner
- Disburse paychecks on the System mandated pay dates
- Ensure timely submission of payroll tax and benefit payments

# Payroll is Personal!

- Impacts Everyone
- Important to Everyone
- Effects Everyone
- Needed by Everyone
- Would be missed by Everyone

# Topics

- Time Traq
- Form W-2
- Payroll Adjustments
- HR Connect
- Extended Pay Plan
- Longevity Pay
- Hazardous Duty Pay
- Verification of Employment

# TimeTraq

- TimeTraq is a web-based timesheet entry application that is integrated with TAMUS'S LeaveTraq, Canopy, and BPP applications.
- TimeTraq allows employees to enter their own timesheets and managers to approve them, all on-line.
- Timesheets are then signed off by the department and by payroll, then sent to BPP for processing.
- Access to TimeTraq is controlled by the system offices and the component's payroll department.
- TimeTraq is access through the TAMUS' Single Sign-On Application (SSO). <https://sso.tamu.edu>.

# Form W-2

- Why are my W-2 form wages less than my actual wages?
- A W-2 worksheet will be available online in February through Single Sign On (SSO). The worksheet will show what information was used to create your Box 1 taxable wages.
- Box 1 – Taxable wages = Gross pay + Longevity + Emoluments – Pretax deferred compensation (TRS/ORP/TDA/DCP) – Pretax health related deductions (medical, dental, vision, ADD and health spending accounts - Pretax Parking.
- Box 3 – Social Security wages = Gross pay + longevity + Emoluments – Pretax health related deductions (medical, dental, vision, ADD and health spending accounts) – Pretax Parking.

# Form W-2 CONTINUED

- The information on the last pay stub of the year may not match the wages reported on your W-2 because Box (1) reflects income less pretax items such as TRS.ERP, medical, dental, health care spending account, etc.
- If you signed up to receive your W-2 form electronically, you will receive an e-mail no later than January 31, 2009 that it is available in HRConnect. If you did not sign up to receive your W-2 electronically, the paper form will be mailed by February 2, 2009 and available in HRConnect by February 6, 2009.

# Payroll Adjustment Form

- Adjust employee's pay for a particular period
- Satisfying payments for additional services
- Overtime worked
- Docked pay for exhausted sick and annual leave
- Forms require
  - Approval from the Vice President for Business Affairs
  - Grant accounts require the Office of Sponsored Programs approval



# HRConnect System

- Edits/Updates can be made through the HRConnect System @<https://sso.tamus.edu/logon.aspx>
- Convenience
  - Payroll Direct Deposit
  - On-Line Payroll Earning Information
  - On-Line W-2 Information
  - Direct Deposit (for travel & other reimbursements)
  - W-4
  - Make changes in Personal Data (example: Address)

# Extended Pay Plan

The extended Pay Plan allows employees who work less than 12 months a year to extend their pay over 12 months.

9- And 10 ½ month employees can choose to have either 12.5% or 25% of their net pay deducted for a period of nine months. The ending balance of the amount that was deducted for the nine month period will be divided into three months and disbursed during the summer months of June, July and August. If they work nine months and have 25% withheld from their pay during each of those nine months, their paycheck should be fairly even for 12 months.

# Longevity Pay

Each regular (see System Regulation 31.01.01, section 2.1) full-time non academic employee of the System, excluding law enforcement officers for hazardous duty pay under state law, is entitled to longevity pay of \$20 per month for each two years of service as an employee of the State of Texas of and including 42 years of service. Such pay will begin at the end of the second year (24 months) of state service and will be increased at the end of each two years thereafter. A working retiree is not eligible for longevity pay unless he or she retired before June 1, 2005, and returned to work before September 1, 2005.

# Hazardous Duty Pay

All commissioned peace officers of state institutions of higher education are considered to be in hazardous duty positions and are entitled to hazardous duty pay. An eligible employee is entitled to \$10 per month for each year of state services in a hazardous duty position, to a maximum payment of \$300.00 per month. Hazardous duty pay does not begin until an employee has completed one year (12 months) of hazardous duty service.

# Verification of Employment

- Who requests Employment Verification?
  - Mortgage Company
  - Lending Establishments
  - Another State of Texas Agency
- The company requesting the verification
  - Will provide form for employment verification
  - Employee must sign and approve for PVAMU to release information
- Submit form to:
  - Current Employees – to Human Resources
  - Employees who have left PVAMU less than 5 years ago – to Human Resources
  - Employees who have left PVAMU more than 5 years ago – to Payroll Services

# Payroll Services Staff

Cynthia Flemings

Manager, Payroll Services

936-261-1922

Dana Manuel

Payroll Specialist

936-261-1921

Physical Location: W.R. Banks Building, Suite 115

Forms Web page: <http://www.pvamu.edu/pages/1945.asp>

Web Page: <http://www.pvamu.edu/pages/4198.asp>

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