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What are One-time Payments?

One time payments are for unusual tasks or short projects completed in 30 days by a current employee with an active job at time of payment. Projects taking more than 30 days should be entered on an ePAF. A maximum of two payments in a semester, not in back-to-back months is allowed.

Payments are only for Texas Tech employees. If the payee is not an active employee with a job, then the person must be “hired” as an employee, including all new employee considerations (I9 New Employee Packet, etc). New hire procedures must be completed and the employee must have an active job before a One-time Payment can be initiated.

The Budget FOP used to pay the One-time Payment must have the same Chart of Accounts (COA) code as the employee’s active job. COA codes are T-University, H-HSC, S-System. And E-El Paso HSC. If your Budget COA will be different from the employee’s regular pay COA, then you should appoint the person to a Secondary Job in your department with payment using your Budget COA. The Secondary Job appointment should be completed before initiating the One-time Payment.

When the One-time Payment request is submitted, it must be approved according to Texas Tech procedures. Upon submission, and at each approval level, an email notifies each approver of the required action. Once the request has been approved as required, the request goes to Payroll to be included with the employee’s next paycheck. The approved request must reach Payroll by the submission due date observed for ePAF processing. When the request is included in payroll processing, both the employee and the originator are notified by email of the coming payment, except for employee award payments.
Codes to Classify One-time Payments

An Earning Code classifies the purpose of the One-time Payment, as depicted in the illustration:

1. Cash Earnings: Payments considered taxable by the IRS, and are approved by Human Resources.
2. Non-Cash Earnings: Benefits paid by TTU, taxable by the IRS, and are approved by Human Resources.
3. Employee Expenses: Taxable re-imbursements that are approved by Accounting Services.

1. Cash Earnings Codes pay an employee a set amount of money minus the appropriate federal withholdings. (For assistance, contact HR Compensation Operations) NOTE: Only one employee can be listed when the code is LSP or TSP.

Additional Compensation (ADC) Operating Policy 70.16
Additional Compensation is paid to full time employees that are exempt from reporting overtime according to the Fair Labor Standards Act. This payment is for work performed outside of normal duties and outside the employee’s home department. This payment is for completion of a project or assignment and payment will be made after the assignment is completed.

Part-time graduate students, faculty or staff should be assigned an additional appointment for any work that is performed outside of the home department.

Lump Sum Payment (LSP)
A lump sum payment is paid to an employee for work performed outside of normal duties and outside the employee’s home department. This payment is for completion of a project or assignment and payment will be made after the assignment is completed.

Overtime hour should be reported in cases where non-exempt employees are performing additional work load hours.

Call Human Resources Compensation and Operations for questions on when it is appropriate to pay a non-exempt employee a lump sum payment.

Temporary Worker Sponsored Programs (TSP)
Earnings code used to pay temporary workers for services rendered on a sponsored program. The temporary worker position must be assigned.
**Award (AWD)  Operating Policy 69.02**
Cash awards can be paid to an employee for various reasons. Awards should include a nomination and selection process. Award payments are paid with a physical check for ceremonial purposes.

**Tip Wages (TIP)**
Code used to compensate employees who earn tips while deducting federal taxes out of those tip amounts.

**Housing Allowance (HOU)**
Allowance used for employees who have negotiated a housing allowance as part of their benefits package. Long term housing will be paid via an overload job through an ePAF transaction. Short term housing allowance can be paid via EOPS.

**Clothing Allowance (CLO)**
Allowance given to fund the purchase of new or replacement uniforms and accessories for the TTU Police Officers.

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**2. Non-Cash Earnings Codes** tax an employee on the value of a non-cash benefit they received from the university. No money is paid to the employee. Only federal withholdings are assessed on the next pay check the employee receives. (For assistance, contact HR Compensation Operations)

**Taxable Travel (TRV)** Code used to tax an employee on travel expenses.

**Miscellaneous Fringe Benefit (MSC)** Code used to collect taxes on the value of a non-cash benefit.

**Gift (GFT)** Code used to collect taxes on the value of a non-cash gift given to an employee.
3. **Employee Expenses** are payments for expenses made to the employee. This list is not all-inclusive. (For assistance, contact Accounting Services at 742-2970 or at tax.forms@ttu.edu)

**Taxable Moving Expenses (MOV)** OP 72.10 (TTU)
Moving expenses not included on the NMV list (below). Original receipts are required.
- Food during the trip
- Mileage in excess of 23.5 cents (2014 rate)
- Lodging in Town A for any nights beyond the one NMV night allowed
- Lodging in Town B for nights beyond the one NMV night allowed
- Trips back to Town A for a second load of household items
- Trips between Town A and Town B to bring separate loads of goods

**Nontaxable Move (NMV)** OP 72.10 (TTU)*
Anything necessary to move from Home A to Home B for employee AND all members of the household. This does not have to take place at the same time, but each household member is allowed one NMV move. Original receipts are required and must be submitted within 60 days of transaction.
- Moving companies (typically paid directly to vendor)
- Flight to Town B
- Gas OR 23.5 cents per mile (2014 rate)
- One night lodging in Town A
- One night lodging in Town B
- Lodging between Town A and Town B
- Moving supplies (boxes, tape, etc.)
- Tolls

**Nontaxable Tuition Payments (NTP)** OP 70.29 (TTU)*
Benefit is only available for eligible employees whose primary worksite is located outside of Lubbock County and are enrolled at an institution other than TTU.

**Other Taxable Benefit (OTB)** OP 72.13 (TTU)
- Expenses with a TTU business purpose that are older than 60 days **
  - Conference registration fees
  - Exam fee reimbursements
  - Out of pocket office or classroom expenses
- COBRA payment (offered by hiring department)
- Bonus payment (in employment contract and proper approval received)

**NOTES**
* These expenses are only nontaxable IF the employee turns in receipts within 60 days of the service being rendered. PLEASE ALERT YOUR EMPLOYEES OF THE IMPORTANCE OF TURNING THE RECEIPTS IN WITHIN 60 DAYS.
** Payment should be made directly to the vendor. Reimbursement is allowed on an exception basis and only once OPs and proper approvals are received.
The Employee One-time Payment System (EOPS) is two applications:

Employee One-time Payment Requests, pages 5 – 14.

This is the opening screen for Originators, with three options on the left:
- Pages 6-11: Create New Request – to open a new form for completion
- Page 12: Edit Existing Request – to edit/complete a form that has not been submitted
- Page 13: Track Approvals – to view submitted forms and progress through the approval process.

Approval Tracking System, page 14-15

The Approval Tracking system is common to several electronic documents, allowing an approver to find all documents requiring approval on one site.

Email Notices for Approval and Payment Tracking

Page 14 – provides a list of advisory emails generated as the EOPS proceeds through approvals to payroll for payment to the recipient.
Create New Request

The request opens with your name from your eRaider sign-in to RaiderLink.

The transaction number will be assigned and your entries are saved when the NEXT button is clicked.

The Work Performed From date fields populate with the first day of the current month. You can change as needed.

The Earn Code defines the remainder of the form as follows:
- May add Additional Questions (see ADC example on page 8)
- Inserts the Account code for the entered FOP
- Verifies the FOP and budget pool
- Checks the payees exempt and/or nonexempt status when needed
- Selects additional Required Approvers, if needed
- Adds comments (additional documentation?) after NEXT is clicked

Use the Detailed Explanation to describe the purpose of the payment.

Add Attachments as desired.

Complete the Fund/Orgn/Prg. If the FOP is a research grant, the grant ID is retrieved and displayed with the FOP. With each FOP code, the magnifying glass icon allows search for fund, organization and program. The search entry area will appear below the Messages/Warnings/Errors display area.
To the right of the form is a Messages/Warnings/Errors display area.

You may need to use the bottom scroll bar to view the full display area.

Warnings are “alerts” that the application has detected an inconsistency that should be reviewed. The EOPS will submit with a warning.

Errors must be corrected so that the EOPS will submit.
Additional Questions

This is an example of the additional fields required for an ADC Earn Code.

Additional Questions, when displayed, are specific to the Earn code.

CAUTION: Effort Hours should be estimated as accurately as possible. The hours are included in the total hours an employee works in a period. For part-time employees, the effort hours plus regular hours may affect their benefit status. For retired employees, the effort hours plus regular hours may affect their retirement pay.

Enter Payees

Type the Banner ID (R#) and click + Add Person to enter a payee. The exempt/nonexempt status of the employee is compared to the allowable status of the earn code and rejected if not allowed. You will have an opportunity to

- Select from a list of active positions if the employee has more than one appointment.
- Enter the payee amount and SAVE the entry.

If you do not have the Banner ID, then click Search By Name (look in the Messages/Warnings/Errors display area) to enter a payee name and retrieve the R#. Payee names may be partially spelled (not fully typed, not capitalized, etc) (if the Earn Code is not allowed for nonexempts, then the nonexempt employees cannot be found in the search)

Both exempt and nonexempt payees can be processed on the same form, as allowed by the Earn Code. The payees will be separated into the appropriate monthly or semi-monthly payroll process.

Once you enter a payee, Edit and Delete buttons allow corrections.
Select Approvers

On your first transaction, you will select:
- Financial Manager approver
- Department Head approver, and
- Dean/Provost/VP Approver.

Your entries on these levels are remembered for future forms, and you can override the remembered entries on those future forms.

Required levels have already been selected. They may vary based on earn code requirements.

The preparer also has the ability to Add Additional Approvers and indicate where those additional approvers occur on the routing sequence.

The list of possible Approvers for EOPS is the list of ePAF Approvers from all ePAF Approval Levels (5, 10, 20, etc).

- Approver names are added via TEAM App for ePAF Level 20, Department Head
- Approvers may be added to other ePAF levels by emailing HR Compensation and Operations
- **BEWARE:** Current researchers who need to sign the EOPS may not be ePAF Approvers, and must be set up as an approver so that the EOPS can be completed and submitted.

You may search for an approver by name. You do not have to type the complete names(s), see example on left.
Select Proxies

After selecting the approver, you must select a proxy if the approver has a proxy list for ePAF approval.

The proxy list is specific to the approver, as already designated for ePAF approval.

Approvers update their own Proxy lists in ePAF.
- If the approver has no proxies assigned for ePAF, then no proxy is required on the EOPS request; if the approver has an ePAF proxy list, then a name must be selected on the EOPS request.
- Proxies do not receive email notices.
- When a proxy approves a request, the proxy’s name is listed (not the approver’s name) on the EOPS approval tracking.
Successful SUBMIT

Upon successful submission, the application presents an acknowledgement screen with the transaction #, with payroll deadlines and tracking links.

NOTE: After the EOPS is submitted, it is approved by all approval levels before it goes to Payroll to be processed with the employee’s pay for the period. Payroll must consider two guidelines:

- The EOPS cannot be added to a pay period until after the Work Performed end date.
- The EOPS must be received by the Period cut-off date for employee changes/updates.

The request will be stamped with the submission date and time. The EOPS will ‘expire’ and be returned to the originator if it has not received all approvals in 30 days.
Editing (Completing) An Existing EOPS Request

An “existing request” is incomplete and has not been submitted.

To open an existing request, you may either enter the transaction # or search for the transaction #.

When searching, the list of unsubmitted requests will be displayed and you can click the desired transaction.

HR Cognos Reports for EOPS
Track Approvals of Submitted EOPS

To track approvals, you may either enter the transaction # or search for the transaction #.

When searching, the list of requests in progress (as well as completed and paid requests) will be displayed and you can click the desired transaction.

Tracking your transaction involves both the EOPS and the ATS, Approval Tracking System, as indicated in the print on the left:

- The Submitted Approval Chain is the routing entered and submitted by the EOPS originator
- The Latest status from the Approval Tracking System shows the current routing status, with changes entered by Approver(s). New changes are entered after the name of the Approver who makes the changes.

The tracking status shows:
- Status through the approval levels
- When rejected, a reason is provided
- Whether the approver (A) or the proxy (P) made the approval, and
- The date and time of the approval.
Email Notices

Once a request has been submitted, email notices are generated to advise approvers and originators of pending and required actions. The following emails are generated by the Approval Tracking System.

**Notices to the Originator**

- Rejection
- Approved
- Expiration
- Payment Notice, when the employee is scheduled for a pay date

**Notice to the Approver**

- Notice to Approve

**Notice to Recipient**

- Payment Notice, when the employee is scheduled for a pay date
Approve or Reject Transactions

The DETAILS button allows review of the full EOPS request; see right panel.

Select the radial button to indicate approval or rejection (or leave unselected) of desired documents(s); then click the Process Selected Documents button.

Approver – OR- Proxy: Click the radial button to choose whether to view the list for you as an approver, or the list for you as a proxy.