

MINUTES

TO THE JANUARY 23, 2012 QUARTERLY FINANCE AND ADMINISTRATION UPDATE MEETING

BABAR KHAN, PAYROLL SERVICES

W2 form 2011 W 2 Issued

Electronic Access to W-2 form available

E-mail was sent to all employees who elected to receive 2011 W 2 electronically. This was sent on January 20th, 2012.

1042S Issued for Non Resident Alien Employees

1042 S equivalent to a W-2 are issued to Non US person who are on visa in the United States,. They were also issued on January 20th, 2012. In most cases they will need a W 2 and or a 1042S to file their US income taxes.

Within the next 2 weeks all NRA employees who received a 1042S will receive an e-mail from Glacier about the tax software so they can use this software to do their US tax return.

2011 w-2 forms Mailing:

2011 W 2's have been printed and will be mailed starting January 28th. W 2's are not available in the Payroll Services area for pick up. All employees who have separated or did not elect to retrieve electronically, will receive their W-2 by mail after the 28th.

Duplicate W 2

Payroll Services will start processing requests for duplicate W-2s or reprints February 15, 2012. Please email ALL requests and questions to webmaster.payroll@ttu.edu. (For privacy purposes, NO requests will be taken over the phone).

Web Leave Report Started/incomplete but not submitted for approval

Effective October Payroll Services is sending e-mails to employees who started their web leave reports for a given month but never submitted or returned for correction. E-mails are sent to the employee and their approver. Encourage the approvers to sign off once the leave reports are submitted for approval.

LESLEY WILMETH, BUDGET OFFICE

See next page for powerpoint presentation

ARTHUR PARE, GENERAL SERVICES

Doclink

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RICARDO MARTINEZ, HUMAN RESOURCES

Salary Administration OP

On February 1, 2012, Texas Tech University Health Sciences Center will implement the following change to HSC OP 70.37 "Salary Administration", Item 13 Promotion, Transfer, or Demotion; paragraph (d) Pay Rate Adjustment Upon Promotion, Transfer or Demotion; subparagraph (1) Promotion.

Upon promotion or upward reclassification of an employee's present position, an employee may be granted a salary increase within a range of 2 to 9.9% or to the minimum of the pay range, whichever is greater. The previous pay range was from 2 to 5%. The proposed rate of pay will not exceed the maximum salary or be less than the minimum salary rate established for the new position. A current annual performance evaluation with an overall rating of "4" or better is required in order to grant the promotion or reclassification.

Administrators should consider the impact the extended range will have upon the internal equity of their departments, their campus, and ultimately the Health Sciences Center when submitting reclassifications or promotions.

If you have any questions, please contact Ricardo H. Martinez, CCP Section Manager-Wage & Salary at 806-743-2865 ext 233 or Ricardo.Martinez@ttuhsc.edu.

GINA KETCHERSIDE, HUMAN RESOURCES

Staff Performance Management Process

See next page for powerpoint presentation.