

# **PAYROLL & TAX** *SERVICES*

January / February 2023 Newsletter  
Volume 10, Issue I



FAQ Form W-2 | Insurance Benefits | TRS | Friendly Reminder | Holiday Schedule | Payroll Calendar

## **Frequently Asked Questions 2022 Form W-2**

### **When will Form W-2 be mailed?**

Form W-2 will be mailed out by the post office by January 31, 2023.

### **Can I receive my Form W-2 Electronically?**

You can elect to retrieve your Form W-2 electronically. If you consent for electronic delivery, you will not receive a paper copy Form W-2. You can access and print your Form W-2 using Raiderlink/Webraider. You can retrieve your 2022 Form W-2 upon email notification from Payroll & Tax Services in January.

Please log into Raiderlink/Webraider to access your W-2 Form.

Log onto Raiderlink for TTU and TTUSA: <http://www.raiderlink.ttu.edu/>

Webraider for HSC and HSC El Paso employees: <http://webraider.ttuhs.edu/>

### **How do I print my Form W-2 in Employee Self Service?**

You can elect to receive your Form W-2 electronically. If you consent for electronic delivery, you will not receive a paper copy Form W-2. You can access and print your Form W-2 using Raiderlink/WebRaider. You can retrieve your 2022 W-2 starting January 27, 2023.

### **Contact Information**

[webmaster.payroll@ttu.edu](mailto:webmaster.payroll@ttu.edu) | Doak Hall: 806-742-3211

Please log into Raiderlink/WebRaider to access your W-2 Form.

Log onto Raiderlink for TTU and TTUSA: <http://www.raiderlink.ttu.edu/> WebRaider for HSC employees: <http://webraider.ttuhs.edu/>

Then use the following navigation:

- Select Payroll & Tax tab,
- Select W-2 Wage and Tax Statements within the Annual Tax Information section,
- Select Tax Year
- Click Display
- Select Printable W-2 (scroll down bottom left)
- Go to file on the top and print to your local printer

If you have not consented to electronic delivery, you will have to consent after you select display in order to view the form electronically.

### **How do I consent for electronic delivery?**

Once you have logged into Raiderlink/WebRaider:

- Select **Payroll & Tax tab**
- Select **Electronic Regulatory Consent** from **Annual Tax Information** section
- Check **Consent to receive W-2 electronically**
- Click on **Submit**

You will notice a confirmation at the top of your screen verifying that Electronic Form W-2 Consent was submitted successfully. You will receive an email notification once the Form W-2s are available to be accessed for the year.

### **Are Form W-2s mailed to employees' home addresses? If I don't get one, who do I contact?**

Employees Form W-2 will be mailed to employee's permanent address in the system. Employers are required by the IRS to mail Form W-2 to employees by January 31st for the calendar year just ended. If you have not moved recently, your Form W-2 should come to you within a few days. If you have moved and have not completed a forwarding address form with the Postal Department, your Form W-2 may be delayed or may be returned to us.



# TAX SEASON

Log onto Raiderlink for TTU and TTUS at <http://www.raiderlink.ttu.edu/> or Webraider for TTUHSC employees at <http://webraider.ttuhs.edu/> to verify your permanent address is correct.

If you have terminated employment, then contact Payroll & Tax Services at [webmaster.payroll@ttu.edu](mailto:webmaster.payroll@ttu.edu). A duplicate copy of the W-2 form will be provided to the employee upon request after February 15, 2023.

## **When is the last date I can update my address for my 2022 Form W-2?**

Address changes can be made via Employee Self Service in the system through December 16, 2022 for 2022 Form W-2.

## **If I don't receive a Form W-2, who should I contact?**

You can log into Raiderlink for TTU and TTUS employees or Webraider for HSC and HSC El Paso employees and access your Form W-2. If you are unable to access Raiderlink or Webraider and you don't receive a 2022 Form W-2 by February 15, 2023, please send an e-mail to [webmaster.payroll@ttu.edu](mailto:webmaster.payroll@ttu.edu). A copy of the duplicate Form W-2 will be provided to the employee upon request. All requests for duplicate Form W-2 forms must be made in writing or in person. Payroll & Tax Services will start processing duplicate Form W-2 requests starting February 15, 2023. Please do not submit requests for a duplicate Form W-2 until February 15th.

# Insurance Benefits

## DEPARTMENTS

Reminder that an ENJOB ePAF does not terminate employment or insurance benefits. If an employee is not expected to return to work, a TERMI (termination) ePAF should be submitted. If an ENJOB ePAF is submitted in error, and the insurance remains active for the employee, **departments are solely responsible for ALL insurance premiums due** (both employee and employer portions), for all months insurance coverages remain active.

## Teacher Retirement System of Texas (TRS)

### HOURS WORKED

Due to TRS reporting guidelines that went into effect 9/1/17, TRS now monitors the total number of hours an employee is paid for in the month. As a reminder, employees classified as *Benefits Eligible* **MUST** work and/or submit leave time **each month** for a **minimum** of hours equivalent to one-half time. If the employee does not meet this requirement they may forfeit their TRS membership.

For example:

If March has 22 work days (Monday–Friday)

$22 \times 8 = 176$  work hours available

$176 / 2 = 88$  hours to equal one-half time

A minimum of 88 hours, worked and/or submitted as leave time, would be required for the month of March.

For questions please send an email to [webmaster.payroll@ttu.edu](mailto:webmaster.payroll@ttu.edu).



## WORKING RETIREES

If you are thinking about retirement and considering possible employment with an employer covered by TRS after you retire, the [Employment After Retirement](https://www.trs.texas.gov/TRS%20Documents/employment_after_retirement.pdf) guide located on the TRS website will help you make the decision that is right for you and avoid any unexpected loss of annuity payments.

[https://www.trs.texas.gov/TRS%20Documents/employment\\_after\\_retirement.pdf](https://www.trs.texas.gov/TRS%20Documents/employment_after_retirement.pdf)

Work hours allowed when limited to working one-half time or less are posted on the Retirement tab of the Payroll website.

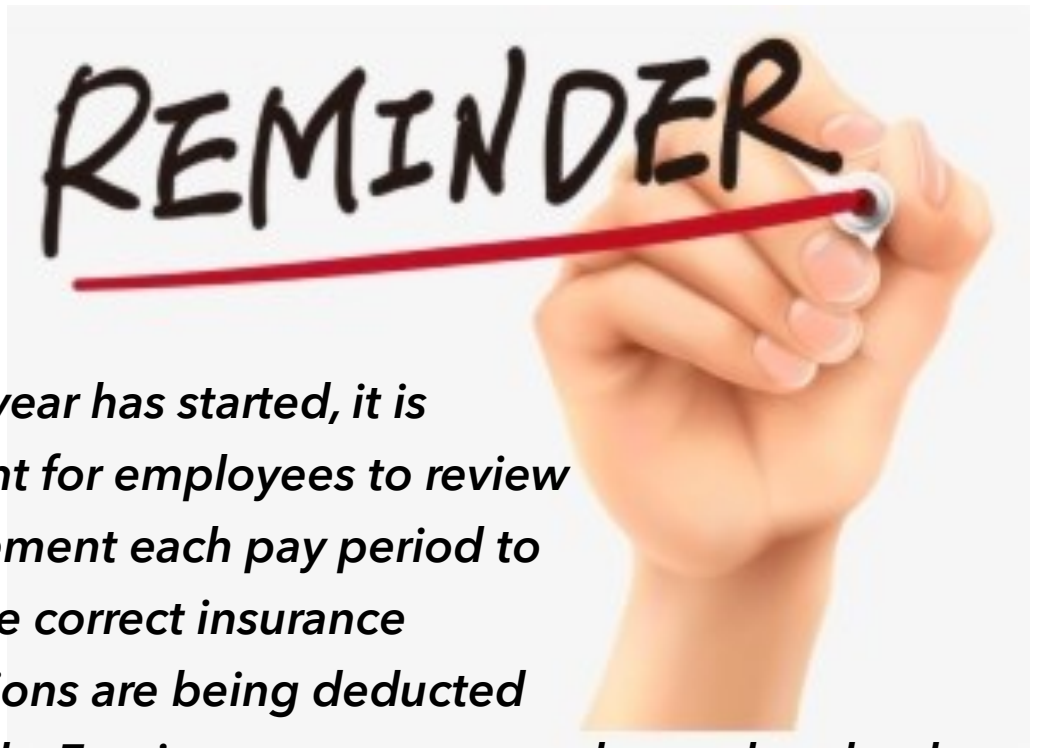
<http://www.depts.ttu.edu/payroll/payroll-areas/benefits-and-deductions/>

For questions, please send an email to [webmaster.payroll@ttu.edu](mailto:webmaster.payroll@ttu.edu).

## WORKING RETIREE SURCHARGES – ATTN: DEPARTMENTS

If you hire a TRS retiree who retired after September 1, 2005, and they work more than one-half time (50% fte) in a calendar month, the department is required to pay a surcharge of 16% of the total salary paid in that month. If the retiree is enrolled in TRS Care health coverage, you may also be responsible for the employer portion of the premium.

For questions, please send an email to [webmaster.payroll@ttu.edu](mailto:webmaster.payroll@ttu.edu).



***Now that the new year has started, it is extremely important for employees to review their earnings statement each pay period to verify salary and the correct insurance premiums and options are being deducted from each paycheck. Earnings statements are located under the Employee Dashboard link in the Employee section of Raiderlink and Webraider.***



January 2nd is a scheduled holiday  
for El Paso only.

January 16th is a scheduled holiday  
for Martin Luther King Jr Day.



For those benefits eligible employees, please report the correct  
HOL hours on your Web Time Entry or TimeClock Plus Timesheet.  
Refer to System Regulation 07.12 for more information  
regarding state agency holiday.

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## Payroll Calendar For January & February

| Payroll ID and Number | Payroll Dates                                | Pay Period Total Hours | PAYDAY            |
|-----------------------|--|------------------------|-------------------|
| SM2                   | January 1 <sup>st</sup> -15 <sup>th</sup>    | 80 Hours               | January 25, 2023  |
| SM3                   | January 16 <sup>th</sup> -31 <sup>st</sup>   | 96 Hours               | February 10, 2023 |
| MN2                   | January 1 <sup>st</sup> -31 <sup>st</sup>    |                        | February 1, 2023  |
| SM4                   | February 1 <sup>st</sup> -15 <sup>th</sup>   | 88 Hours               | February 24, 2023 |
| SM5                   | February 16 <sup>th</sup> - 28 <sup>th</sup> | 72 Hours               | March 10, 2023    |
| MN3                   | February 1 <sup>st</sup> – 28 <sup>th</sup>  |                        | March 1, 2023     |

All cutoff dates and deadlines can be found on the Department End User Calendars.