TAX TIME 2013 W-2 FORMS

It’s that time of the year again, W-2s. Active employees have two ways to receive their official W-2s: either by electronic delivery or through regular standard mail. Employees who have signed up for electronic delivery will be able to access their W-2s through Raiderlink/Webraider beginning January 24, 2014. For employees who did not sign up for electronic delivery, W-2s will be mailed on January 28 - 29, 2014. Payroll Services supports SustainTech! It is important all employees select the most convenient option for receipt of their W-2s as Payroll Services does not print extra copies of W-2s for in-office distribution.

Electronic Delivery: To view and print your W-2 when available under your employee tab, just follow these steps:

1. Click on “My Employment Information”
2. Click on “Tax Forms”
3. Click on “W-2 Wage and Tax Statement”
4. Select the Tax Year in the drop down box, and select Employer or Institution in the drop box also
5. Click on “Display”
6. Click on “Printable W-2” to print/view your W-2
7. Click on “CLICK HERE to View/Print Your W-2”
8. Print or View your W-2

Standard Mail: Those employee who elected to have their W-2 mailed, will have them mailed to the permanent address that HR has on file. Make sure you verify that your permanent address is correct in the system under your employee tab by following these steps:

1. Click on “My Personal Information”
2. Click on “View Addresses and Phones”

If this address is correct, no further action is required. If the address is not correct, you can update your address under your employee tab at any time 24/7 by following these steps:

1. Click on “My Personal Information”
2. Click on “Update Addresses and Phones”

Update your information

NOTE: This verification must be done before January 17, 2014. Addresses changed after this date will not be updated in time before W-2s are printed and prepared for mailing on January 28th and January 29th. For additional information, visit our website at www.payroll.ttu.edu to view the FAQs.

HOLIDAY SCHEDULE 2014

January 1, 2014

In January, Texas Tech is closed in recognition of New Year’s Day and Martin Luther King Day. Refer to TTU OP 70.42, Holidays or TTUHSC OP 70.06, Employee Working Hours and Holidays, for more information regarding state agency holidays.
Payroll Calendar For January & February

<table>
<thead>
<tr>
<th>Payroll ID and Number</th>
<th>Payroll Dates</th>
<th>Pay Period Total Hours</th>
<th>PAYDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>SM 2</td>
<td>January 1st-15th</td>
<td>88 Hours</td>
<td>January 24, 2014</td>
</tr>
<tr>
<td>SM 3</td>
<td>January 16th-31st</td>
<td>96 Hours</td>
<td>February 10, 2014</td>
</tr>
<tr>
<td>MN 2</td>
<td>January 1st-31st</td>
<td></td>
<td>February 3, 2014</td>
</tr>
<tr>
<td>SM 4</td>
<td>February 1st-15th</td>
<td>80 Hours</td>
<td>February 25, 2014</td>
</tr>
<tr>
<td>SM 5</td>
<td>February 16th-28th</td>
<td>80 Hours</td>
<td>March 10, 2014</td>
</tr>
<tr>
<td>MN 3</td>
<td>February 1st-28th</td>
<td></td>
<td>March 3, 2014</td>
</tr>
</tbody>
</table>

All cutoff dates and deadlines can be found on the Department End User Calendars at http://www.depts.ttu.edu/payroll/news/events.asp

Departments will need to make sure to run their HR121 – Current and Future Appointment Report, before we process the January 2014 monthly payroll. This has to be done to verify the 9 month appointments that end or start in the month of January to avoid overpayments by not paying these employees on the on-cycle payroll. Reference the payroll calendar table above for on-cycle payroll dates.

Departments will also need to run their HR005 – Departmental Payroll Register to reconcile their payroll records.

This is also a reminder that Payroll Services will soon be sending out an email to those 9 month benefits eligible employees who will be double deducted for their insurance premiums in the months of March, April, and May 2014 to cover their summer months premiums of June, July, and August 2014.

Did you happen to know that each employee has access to a wide range of information 24/7 under your employee tab in Raiderlink/Webraider? Your employee tab is not just to have access to your timesheet or leave report, but a wide range of information. Here are just a few examples of what is available to everyone 24/7….

- View and Update your addresses and phone numbers
- View and Update your emergency contact information
- View and/or Print your Tax Forms (W-2 and W-4)
- View your List of Jobs, Job Titles, and your Job Salary/Hourly Rate on your Primary Positions
- View your Leave Types and Balances, plus you can click on each individual leave code to get specific leave dates and hours taken and accrued on each leave code by fiscal year (this will not include manual adjustments made by Manual Leave Adjustment forms submitted)
- View and Print your Earnings Statements
- View your Earnings History
- View your Deduction History
- View and Update your current Direct Deposit Information and Allocation.