With another year coming to an end, Payroll Services wanted to give everyone a few reminders about the upcoming holiday schedule and payroll deadlines. Departments and employees can view the Department End User Calendars to view cutoff times for timesheets, ePAF’s, and scheduled pay dates. Some additional important items to keep in mind:

- Texas Tech has a scheduled holiday on November 27th and 28th for Thanksgiving for both Texas Tech University and Texas Tech University Health Sciences Center.
- The time for W2’s is approaching. Please review and update your addresses through the “My Personal Information” link on your employee tab. It is important for the W2 process as well as other mailings from Payroll Services.
- Departments, please have all your non-exempt employees submit their timesheets for the December 1st-15th pay period on time and approved to avoid a delay on their December 19th pay date. Employees who do not submit their timesheet on time will need a manual check request submitted by the department to be paid. These will pay on January 9, 2015.
- The cutoff for manual check requests for calendar year 2014 is December 12th. Manual check requests received by December 12th at 5pm central time will be paid on December 19th. Any manual check requests received after December 12th at 5:01pm central time thru January 2, 2015 at 5pm central time will be paid on January 9, 2015.
- The deadline on EOPS for the December monthly payroll is December 18th at 5pm central time. EOPS must be fully approved by this time to process and pay with the monthly payroll with a pay date of January 2, 2015.
- All overpayments must be paid by December 19, 2014 by 5pm central time to ensure the employee’s W2 is correct for 2014.
- Texas Tech University and Texas Tech University Health Sciences Center have different holiday schedules for the month of December, please refer to the holiday schedule on this newsletter for the correct approved dates.

It is very important for both departments and employees to be proactive with the payroll cutoff times and deadlines to ensure employees are paid in a timely manner. This is especially true during the holiday season with short payroll deadlines. Departments and employees can refer to the Payroll Services General Deadlines link under their employee tab in Raiderlink/Webraider for additional information.

**Holiday Schedule**

November 27th — 28th 2014 are the only scheduled holiday for Texas Tech in the month of November. For those benefits eligible employees, please report the correct HOL hours on your Web Time Entry Timesheet. Refer to TTU OP 70.42, Holidays or TTUHSC OP 70.06, Employee Working Hours and Holidays, for more information regarding state agency holidays.

**TTU Holiday Schedule:** December 22nd — 31st 2014

**HSC Holiday Schedule:** December 24th — 26th and December 31st 2014

For those benefits eligible employees, please report the correct HOL hours on your Web Time Entry Timesheet. Refer to TTU OP 70.42, Holidays or TTUHSC OP 70.06, Employee Working Hours and Holidays, for more information regarding state agency holidays.
TEAM App – Welcome to the TEAM!

TEAM App is a great resource for departments to verify and setup Web Time Entry and Web Leave Report approvers for employees. Reports are available in TEAM App to assist departments in verifying the approval queues are setup correctly 24/7 without contacting Payroll Services. If a change is needed, the organizational manager, or their designated proxy, can make those changes. Once you log into TEAM App, these reports can be accessed by clicking on the Reports link:

Once you get into the Report Menu, you can access the list of WTE/WLR Reports that are available to you. Below is the list of the reports:

The following is a quick reference regarding information each report contains.

**WTE/WLR Proxies** – This report is for the organizational manager only. The organizational manager is allowed to proxy up to 2 individuals within that organization to make changes to the approver or approvers of each employee who reports hours via Web Time Entry or Web Leave Reports. This report lists the name or names of the employees who the organizational manager has given access to and allows the organizational manager to remove the access as needed. Additional instructions to assign proxies can be found on the AFISM website, under AFISM Training Materials, then the TEAM APP Instructions Guide.

**List of WTE/WLR Approvers (Employee Level)** – This report shows a list of individual employees in your organization and their approver or approvers. This report lists the type of approver, either the “Organization” approver or “Employee” specific approver that is assigned to each employee. The “Organization” approver is the default approver for either TIME (Web Time Entry) or LEAVE (Web Leave Reports) that the organization has selected as a default. The “Employee” approver is a specific approver that has been assigned to a specific employee. Each employee can have up to 2 approvers with a Level 1 and or Level 2 approver designation. If an employee’s approver is incorrect, the organizational manager or the organizational manager’s designated proxy can make changes in TEAM App. Additional instructions to make these changes can be found on the AFISM website, under AFISM Training Materials, then TEAM APP Instructions Guides.
List of WTE/WLR Approvers (Organization Level) – This report shows the name or names of the default approver (Organization Approver) for both Web Leave Reports (Leave) and Web Time Entry (Time) for your department. This is the approver that all employees will default to if a specific (Employee) level approver or approvers are not established for individual employees. If the approver or approvers listed is incorrect, the organizational manager or the organizational manager’s designated proxy can make changes in TEAM App.

List of WTE/WLR Approvers for Employee – This report shows the name or names or the approver for a specific employee. The individual running the report can either enter the employees ID (R#), the employees Oracle ID, or the employee’s eRaider ID to lookup their approver. If an employee listed has an incorrect approver, the organizational manager or the organizational manager’s designated proxy can make changes in TEAM App.

Additionally, departments have requested a report to lookup the specific employees an approver has been assigned. Several approvers have either moved to another position or terminated, and finding the list of those employees that specific approver approved was often time consuming. A new Cognos report has been developed to assist with this issue: HR143 – Web Time Entry (Leave Reporting) Approver Lookup. Once the report has generated, the organizational manager or their designated proxy can make the change in TEAM App to assign a new approver.

The TEAM App is a very useful tool that departments should take advantage of. Departments have the ability to make changes to the approval queues 24/7. Instructions on how to make changes to the approval queues on TEAM App can be found on the AFISM website. A direct link to this training site can be found under your TTU/HSC Employee Tab in Raiderlink/Webraider:

**Month at a Glance**

- Payroll Pay Schedule
- Department End User Calendars
- Training Materials for Timesheets, Leave Reports, and TEAM App
- Payroll Services General Deadlines

The “Training Materials…” link will take you directly to the AFISM website. From this screen, click on TEAM App Instruction Guides to access instructional guides and information.
W2 Information

W2 information can be accessed under your employment tab. To access this information, log on to your Raiderlink/Webraider and click on My Employment Information. This will take you to the My Employment Information screen. From this screen, click on Tax Forms.

Electronic W-2 Consent — There are 2 options available to receive a W2 statement. This first option is to view and print your W2 Statement electronically. To establish electronic delivery, click on the Electronic W-2 Consent link under the Tax Forms screen. In the next screen, click on the box next to Consent to receive W-2 electronically and then the Submit button. This is the most efficient and safest manner to receive your W2. Historically, electronic W2 forms are available one week to ten days prior to forms being mailed. This saves time, money, and your personal information is not in the mail. Payroll Services personally contacts everyone with electronic consent to alert when the forms are available.

W-2 Wage and Tax Statement - To view and print a W2 statement, click on the W-2 Wage and Tax Statement link. From this screen, select the year and institution by using the drop down boxes and then click Display. In the next screen there is a Printable W-2 button located in the lower left hand corner. Click that to display a printable version.

Payroll Calendar For November & December

<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 22</td>
<td>November 1st-15th</td>
<td>80 Hours</td>
<td>November 25, 2014</td>
</tr>
<tr>
<td>SM 23</td>
<td>November 16th-30th</td>
<td>80 Hours</td>
<td>December 10, 2014</td>
</tr>
<tr>
<td>MN 12</td>
<td>November 1st-30th</td>
<td></td>
<td>December 1, 2014</td>
</tr>
<tr>
<td>SM 24</td>
<td>December 1st-15th</td>
<td>88 Hours</td>
<td>December 19, 2014</td>
</tr>
<tr>
<td>SM 1</td>
<td>December 16th-31st</td>
<td>96 Hours</td>
<td>January 9, 2015</td>
</tr>
<tr>
<td>MN 1</td>
<td>December 1st-31st</td>
<td></td>
<td>January 2, 2015</td>
</tr>
</tbody>
</table>

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

Selection Criteria

<table>
<thead>
<tr>
<th>Consent to receive W-2 electronically:</th>
<th>✓</th>
</tr>
</thead>
<tbody>
<tr>
<td>I understand the instructions provided to me for accessing and printing my electronic W-2 form.</td>
<td></td>
</tr>
</tbody>
</table>

Submit

The second option is for your W2 to be mailed. Please verify that your permanent address is correct. This can be done under your employee tab. Click on My Personal Information and in the next screen, click on View Addresses and Phones. If the information is incorrect, go back to the My Personal Information screen and click on Update Addresses and Phones. To update your address click on the Current link under Permanent and enter in your information, then the Submit button located in the bottom left hand corner.