Friendly Reminders

 départments need to run HR121 – Current and Future Appointment Report, before the January 2015 monthly payroll processes to verify 9 month appointments that end or start in the month of January. This will help to avoid overpayments.

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

Frequently Asked Questions (FAQ’s)

2014 Form W-2 and Form 1042S

Email Scam Alert

Every year there are some email scams that come around tax time. Please be aware that the Internal Revenue Service (IRS) does not send unsolicited e-mail or faxes about tax account matters to taxpayers. If you receive an email claiming to be from the IRS, you should not open it as it likely contains a virus or malware. You should never provide your SSN/ITIN to anyone via email. All email communications with TTU/HSC should contain your Banner ID (R#) rather than your SSN/ITIN. If you contact GLACIER support center, they will never ask you for your SSN/ITIN via email and you should never include it when sending a support email request.

Where can I pick up my W-2?

All W-2 forms will be mailed to the permanent address of record for employees who did not elect to receive Form W-2 electronically.

When will W-2’s be mailed?

W-2’s will be mailed out by the post office on January 28th & January 29th.

Can I receive my W-2 Electronically?

You can elect to retrieve your W-2 electronically. If you consent for electronic delivery, you will not receive a paper copy Form W-2.

Email notifications will be sent to employees who have elected electronic receipt when the W-2s are available. You can access and print your Form W-2 using Raiderlink/Webraider.

Please log into Raiderlink /Webraider to access your W-2:
Log onto Raiderlink for TTU and TTUSA (http://raiderlink.ttu.edu);
Webraider for HSC employees (http://webraider.ttuhsc.edu;)

Contact Information
webmaster.payroll@ttu.edu
Doak Hall: 806-742-3211
HSC Office: 806-743-2998
How do I print my Form W-2 in Employee Self Service, it is cutting off the right side column 2, 4, 6, & 8?

Please log into Raiderlink /Webraider to access your W-2. Log onto Raiderlink for TTU and TTUSA (http://raiderlink.ttu.edu)/Webraider for HSC employees (http://webraider.ttuhsc.edu/)

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

Use the following navigation:
Select TTU/HSC Employee Tab
Select My Employment Information
Select Tax Forms
Select W-2 Wage and Tax Statement
Select Tax Year
Select Display
Click the Printable W-2 button (scroll down bottom left)
Go to file option on the top menu
Click on Print Preview
Check the settings on the top of the Print Preview box and make sure “Only the selected frame” and “Shrink to Fit” are selected

Click the printer button on the top and print to your local printer

How do I consent for electronic delivery?

Please log into Raiderlink (http://raiderlink.ttu.edu)/Webraider (http://webraider.ttuhsc.edu) and use the following navigation:

Select employees tab
Select My Employment Information
Select Tax Forms
Select Electronic W-2 Consent
Check “Consent to receive W-2 electronically”
Submit

Note: There is a verification statement at the top of the consent screen letting employees know if their election has been submitted successfully.

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

Employees Form W-2 will be mailed to employee’s permanent address in the system. Employers are required by the IRS to mail W-2s no later than January 31st for the calendar year just ended. If you have not moved recently, your W-2 should come to you within a few days of this date. If you have moved and have not completed a forwarding address form with the Postal Department, your W-2 may be delayed or may be returned to Payroll Services.

Log onto Raiderlink (http://raiderlink.ttu.edu)/Webraider (http://webraider.ttuhsc.edu) to verify your permanent address is correct. If you have terminated employment, contact Payroll Services at (806) 742-3211 to clarify the address used for distribution or to see if your W-2 has been returned.

Payroll Services will start processing reprint requests for W-2s starting February 13, 2015. Please do not submit requests for W-2 reprints until February 13, 2015.

When is the last date I can update my address for my 2014 W-2?

Address changes can be made via Employee Self Service in the system through January 19, 2015 for 2014 W-2.
What do I need to do to change my address in the system?

To change your address in the system:
Log on to your Raiderlink/Webraider page
Click on the TTU/HSC Employee tab
Click the link titled My Personal Information in the box on the left labeled My Texas Tech Information
Click on Update Address and Phones and view the Permanent address currently in the database
If the Permanent address is incorrect, go to the drop down box at the bottom of the screen titled Type of Address to Insert
Select Permanent and click on the Submit button
Type in the address your current address for your Permanent address.
You may key the current date in the field titled Valid From This Date. Please do not type an end date.
Be sure to click on the Submit button at the bottom of the page to have this data immediately updated in the system.

Note: Addresses changed after January 19, 2015 will not automatically update the address for your 2014 W-2. If you do not receive your W-2 form by February 13, 2015, please contact the Payroll Services office (webmaster.payroll@ttu.edu) for a re-print of your W-2 form.

Why doesn't my W-2 reflect my December earnings paid in January?
The IRS requires employers to report wages on tax form W-2 in the year in which the wages were paid. Some wages for December are paid with a check date in January and are therefore are reportable in the following calendar year.

I did not work for Texas Tech last year, so why did I receive a W-2?
Form W-2 reports wages paid during the year, not wages earned during the year. Texas Tech pays monthly salaries on the first working day of the following month. If your last day worked was in December of one year and you were paid in January of the following year, those wages would be reported on the W-2 for the second year.

I started working at Texas Tech in December but did not receive a W-2. Why not?
Wages for December are normally paid in January of the following year. If you started working in December you probably did not receive a payment until January, and those wages will be reported on next year’s W-2. The W-2 reports wages paid during the year, not wages earned during the year.

Why is the amount in box 1 not the same as the calendar year to date gross pay amount?
The amount reflected in Box 1 represents taxable wages for a given calendar year. The amounts reflects gross wages less pre-tax deductions such as medical, dental and life insurance premiums, pre-tax parking, retirement contributions, tax sheltered annuity contributions, Texflex, etc.

Why is the amount in box 1 not the same as my applicable gross year to date amount for Federal Income Tax on my last check?
The amount listed in your year to date applicable gross for Federal Income Tax does not include the taxable portion of your group-term life insurance over $50,000 which must be included in your taxable earnings reported in box 1 on the W-2. The difference between the amount listed on your final earning statement for Federal Income Tax and the amount reported in box 1 of the W-2 should be the amount listed in box 12C of the W-2 for the taxable portion of the group-term life insurance over $50,000.

Why is the amount in box 3 and box 5 more than the amount in box 1?
Boxes 3 and 5 report your Social Security and Medicare taxable wages. Some deductions that are sheltered from income tax are not sheltered from Social Security and Medicare. These deductions include tax sheltered annuities, deferred compensation, Teacher Retirement, and Optional Retirement.
Why is the amount in box 3 less than the amount in box 5?

There is an annual maximum on the amount of wages subject to social security retirement deductions. These deductions stop when your salary reaches that maximum. There is no maximum on the Medicare portion of the social security taxes.

Why was Social Security tax not taken out of my checks?

The IRS exempts student employees who work at their own university and are employed in a position that requires them to be a student from Social Security taxes as long as they are enrolled and attending classes half time. Certain foreign employees are also exempt from Social Security for a limited time period.

Why is there no amount for retirement listed in box 12? The retirement box is checked, and I had retirement deductions taken out.

Voluntary retirement contributions, such as to a tax deferred annuity, ROTH, or deferred compensation plan contributions are reported in box 12. TRS and ORP contributions are not voluntary, and therefore are not required to be reported in box 12.

Why is there an amount in box 12DD? Will I be taxed on this amount?

This amount is both the employee and employer cost for health insurance coverage for the year which is required to be reported on W-2 forms beginning in 2012. This reporting to employees is for their information only. The reporting is intended to inform them of the cost of their health care coverage and does not cause excludable employer-provided health care coverage to become taxable.

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 23, 2015</td>
</tr>
<tr>
<td>SM 3</td>
<td>January 16th-31st</td>
<td>88 Hours</td>
<td>February 10, 2015</td>
</tr>
<tr>
<td>MN 2</td>
<td>January 1st-31st</td>
<td></td>
<td>February 2, 2015</td>
</tr>
<tr>
<td>SM 4</td>
<td>February 1st-15th</td>
<td>80 Hours</td>
<td>February 25, 2015</td>
</tr>
<tr>
<td>SM 5</td>
<td>February 16th-28th</td>
<td>80 Hours</td>
<td>March 10, 2015</td>
</tr>
<tr>
<td>MN 3</td>
<td>February 1st-28th</td>
<td></td>
<td>March 2, 2015</td>
</tr>
</tbody>
</table>

All cutoff dates and deadlines can be found on the Department End User Calendars.
Employee One-Time Payment System (EOPS)

Financial Services and Tax approves NMV (nontaxable moving), MOV (taxable moving), OTB (other taxable benefits), and NTP (nontaxable tuition payments) before payment is made to the employee.

**NTP- OP 70.29 (TTU) and OP 70.47 (HSC)**

Reimbursement for TTU courses
Reimbursement for courses at a university for courses to maintain or further job skills. The department must require these courses of the employee.

**NMV- OP 72.10 (TTU) and 72.18 (HSC)**

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. Typically, these expenses are paid directly to the vendor.

- Moving companies
- Flights to Town B
- Gas OR 23.5 cents per mile (2014 rate)
- One night lodging in Town A
- One night lodging in Town B
- Moving supplies (boxes, tape, etc.)
- Tolls
- Lodging between Town A and Town B

*These expenses are only nontaxable IF the new 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 OF USING THE SERVICE.

**OTB- OP 72.13 (TTU) and 70.16, 72.03, 79.10 (HSC)**

Reimbursements not offered to every employee at 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 payments
  - Sign On Bonuses

**MOV- OP 72.10 (TTU) and 72.18 (HSC)**

Moving expenses not included on the NMV list. Original receipts are required. These payments should be paid directly to the vendor, and only circumstances that do not allow vendor payments will be reimbursed.

- Food during the trip
- Mileage in excess of 23.5 cents
- 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

*This list is not all-inclusive. Please contact FST at 742-2970 or at tax.forms@ttu.edu with any questions.