Mark Your Calendar!

With another year coming to an end, Payroll & Tax 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 for deadlines regarding timesheets, ePAF’s, and scheduled pay dates. Some additional important items to keep in mind:

- Paper W2’s will be mailed out by the post office on January 28, 2016 and January 29, 2016.
- Electronic W2’s are scheduled to be available on January 25, 2016 under your employee tab in Raiderlink/Webraider. **If you consent for electronic delivery, you will not receive a paper copy form W2.**
- 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 23rd pay date. Employees who do not submit their timesheet timely will need a manual check request submitted by their department. Manual Check Requests for the December 1-15 period will pay on January 8, 2016.
- The deadline for Manual Check Requests for calendar year 2015 is December 11th. Requests received by 5 pm central time December 11th will be paid December 18th. Any requests received after the December 11th deadline thru January 1, 2016 at 5pm central time will be paid on January 8, 2016.
- The EOPS deadline for the December monthly payroll is 5 pm central time December 18th. EOPS must be **fully** approved by this time to process and pay with the monthly payroll.
- All overpayments must be paid by 5 pm central time December 11, 2015 to ensure the employee’s 2015 W2 is accurate.

It is very important for both departments and employees to be proactive with the payroll 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 & Tax Services General Deadlines link under their employee tab in Raiderlink/Webraider for additional information.
PERMANENT ADDRESS INFORMATION

As we get closer to the end of 2015, please remind all faculty and staff to review their permanent address and update if needed. This address is used for W2 and 1095-C mailings and other correspondence from Payroll & Tax Services, such as refund checks.

Below are instructions to review/update the address:

**To review:**
- Log on to Raiderlink/Webraider
- Select TTU/HSC Employee Tab
- Select My Personal Information
- Select View Addresses and Phones
- Review the Permanent Address

**To update:**
- Log on to Raiderlink/Webraider
- Select TTU/HSC Employee Tab
- Select My Personal Information
- Select Update Addresses and Phones
- Select Current under the Permanent Heading
- Use Today’s date in the “Valid From This Date” field
- Do not enter any date in the “Until This Date” field

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.

**Tax Forms**

- W4 Tax Exemptions or Allowances
- Electronic W-2 Consent
- W-2 Wage and Tax Statement
- W-2c Corrected Wage and Tax Statement

**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.

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 your information, then the Submit button located in the bottom left hand corner.

**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.
Employee One-Time Payment System (EOPS)

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

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

A move from Home A to Home B for employee AND all members of the household (including pets). Each household member is allowed one NMV move (does not have to occur simultaneously). Original receipts are required to be submitted to department and forwarded to Payroll & Tax Services.

- Moving Company – Contract directly with company through TechBuy
- Flight to Town B
- Gas OR 23 cents per mile (2015 rate)
- One night lodging in Town A and one night lodging in Town B
- Lodging between Town A and Town B
- Moving supplies (boxes, tape, etc.)
- Toll fees
- Storage fees for household items. No more than 30 days

* These expenses are only nontaxable IF the 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.

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

Moving expense not included on the NMV list. Original receipts are required. Every effort should be made to pay the vendor directly. Expense incurred by the employee can be reimbursed through EOPS.

- Food
- Mileage in excess of 23 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. Return trip to Town A as long as trip is necessary for employee’s move.
- Trips between Town A and Town B to bring separate load of household items

**OTB - OP 72.13 (TTU) and 72.10, 72.03, 79.10 (HSC)**

Reimbursements not offered to every TTU/TTUHSC employee

- COBRA payment
- Spousal/dependent travel expenses

Expense with a TTU/TTUHSC business purpose that are older than 60 days

- Conference registration fees
- Exam fee reimbursements
- Out of pocket office or classroom expenses

Sign On Bonus

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

TTU employees whose primary worksite is outside of Lubbock County can enroll at a qualified state institution other than TTU and be reimbursed for courses and certificate programs. Refer to TTU OP 70.29 and HSC OP 70.47 for specific program criteria.

TTUHSC employee may receive a $300/semester reimbursement for enrollment in a course outside of TTU/TTUHSC. A department can provide a development program to an employee. If the program qualifies the employee for a new job then reimbursement should process through EOPS and amounts greater than $5250 will be taxed to the employee.

*This list is not all-inclusive. Please contact Payroll & Tax Services at 742-3211 or at tax.forms@ttu.edu with any questions.*
Effective September 1, 2015, TRS reporting rules changed to require employers report compensation for the month paid rather than the month earned. TRS is aware that this change could cause only 11 months of service to be reported for some employees whose salary was previously being reported based on when earned. If, as a result of the requirement to report compensation for the month paid, a member has only 11 months of salary credited for the 2014-2015 school year, TRS will attribute an additional month of salary to the member for the 2014-2015 school year when calculating retirement benefits. This amount however will not be reflected on your 2014-2015 annual statement from TRS.

TRS is a defined benefit plan and a qualified governmental retirement plan under the provisions of the U.S. Internal Revenue Code, Section 401(a).

- Refund of TRS Account - Former employees wanting to request a refund of your TRS account must complete a form TRS 6 Application for Refund.

- Once the form has been completed and notarized, it should be mailed directly to TRS using the address located on the top of the form. If you would like to know the status of your refund once it has been mailed to TRS, you may contact TRS at 1-800-223-8778.

- If you terminated within the past 6 months from the time you send your form to TRS, Texas Tech Payroll Services will complete an online certification of your termination. TRS will contact Texas Tech to request the certification once they receive your TRS 6 form. Payroll cannot certify termination to TRS until your employment termination has been processed by your department and your final deposit has been submitted to TRS. These certifications are done around the 10th of the month following the month in which your last check was issued.

- For example, if your termination date is March 31st, your final check would be in April (April 1st for monthly paid employees and April 10th for semi-monthly paid employees). The report containing the deductions for your final check will be sent to TRS on the April report during the first week of May. Your certification will be complete around May 10th.

- Additional compensation paid to a retiree after the effective date of retirement and a distribution of retirement benefits has commenced is credited to the retiree and the annuity amount adjusted prospectively if the additional compensation is owed due to an error by the employer and the correction is made and contributions submitted by the end of the school year following the year of retirement.
Payroll Calendar For November & December

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<tr>
<th>Payroll ID and Number</th>
<th>Payroll Dates</th>
<th>Pay Period Total Hours</th>
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<td>SM 22</td>
<td>November 1st-15th</td>
<td>80 Hours</td>
<td>November 25, 2015</td>
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<tr>
<td>SM 23</td>
<td>November 16th-30th</td>
<td>88 Hours</td>
<td>December 10, 2015</td>
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<tr>
<td>MN 12</td>
<td>November 1st-30th</td>
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<td>December 1, 2015</td>
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<tr>
<td>SM 24</td>
<td>December 1st-15th</td>
<td>88 Hours</td>
<td>December 23, 2015</td>
</tr>
<tr>
<td>SM 1</td>
<td>December 16th-31st</td>
<td>96 Hours</td>
<td>January 8, 2016</td>
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<td>December 1st-31st</td>
<td></td>
<td>January 4, 2016</td>
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</table>

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

TTU Holiday Schedule: December 24th — January 1st

HSC & HSC El Paso Holiday Schedule: December 24th - 25th and December 31st January 1st

Merry Christmas!

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.