2015 Tax Form Distribution

All FAQs can be found on the Payroll & Tax Services website
http://www.depts.ttu.edu/payroll/faqs/index.php

**Form 1042-S** Foreign Person’s U.S. Source Income Subject to Withholding
Prepared by Payroll & Tax Services
Reports payments to foreign nationals
Distributed electronically on 1/25/2016 and postal mail by 1/29/2016
Questions can be directed to tax.forms@ttu.edu

**Form 1099-MISC** Miscellaneous Income
Prepared by Payroll & Tax Services
Reports vendor payments
Distributed postal mail by 2/1/2016
Questions can be directed to tax.forms@ttu.edu

**Form W-2** Wage and Tax Statement
Prepared by Payroll & Tax Services
Reports salaries/wages to employees
Distributed electronically on 1/25/2016 and postal mail by 2/1/2016
Questions can be directed to webmaster.payroll@ttu.edu

**Form 1095-C** Employer-Provided Health Insurance Offer and Coverage
Prepared by Payroll & Tax Services
Reports insurance coverage to employees and retirees
Distributed postal mail by 2/1/2016
Questions can be directed to webmaster.payroll@ttu.edu

**Form 1098-T** Tuition Statement
Prepared by Student Business Services
Reports amounts billed and scholarships paid to students
Distributed electronically and by postal mail by 2/1/2016
Questions can be directed to tax.1098T@ttu.edu

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**In this issue:**

- Tax Form Distribution 1
- 2015 Form 2-5
- FAQ’s on 2015 W-2 Forms 2-5
- Payroll Calendar 4
- Fringe Projection Application 6-7
- Holiday Schedule 8

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**Contact Information**
webmaster.payroll@ttu.edu
Doak Hall: 806-742-3211
HSC Office: 806-743-2998
2015 Form 1095-C

Individual’s working full-time (average of 30 or more hours per week in any month) and enrolled in healthcare coverage at any time during 2015 along with retirees and graduate medical students offered healthcare coverage should receive a Form 1095-C from Payroll & Tax Services. If individual is eligible to receive a Form 1095-C, then it will be needed to complete your tax return.

Form 1095-C will be mailed by February 1, 2016. 2015 Form 1095-C will not be available for electronic release or access. Form 1095-C issued by Texas Tech University System will have Part 1 and 2 complete. Part 3 will be blank. TTU/TTUHSC will not report individual and dependent medical coverage. A Form 1095-B will be sent by your medical plan administrator reporting individual and dependent medical coverage. See Employee Retirement Services FAQs for Form 1095-B information, https://www.ers.state.tx.us/1095-B/.

Please refer to Form 1095-C FAQs on the Payroll & Tax Services website for additional information, http://www.depts.ttu.edu/payroll/index.php.

Frequently Asked Questions (FAQ’s)

2015 Form W-2

Email Scam Alert

Each year there seem to be some email scams that come out 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 some sort of virus or malware. You should never provide your SSN/ITIN to anyone via an 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 in a support email request.

Where can I pick up my Form W-2?

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

When will Form W-2’s be mailed?

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

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. Electronic Form W-2’s are scheduled to be available on January 25, 2016.

Email notifications will be sent out to employees who have elected electronic receipt of their Form W-2 when the Form W-2 is available. You can access and print your Form W-2 using Raiderlink/Webraider.
How do I print my Form W-2 in Employee Self Service, it is cutting off the right side column 2, 4, 6, & 8?

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

Then 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 Form 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 Form W-2s to employees no later than January 31st for the calendar year just ended. If you have not moved recently, your Form W-2 should arrive within a few days of this date. 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.
Log onto Raiderlink (http://raiderlink.ttu.edu)/Webraider (http://webraider.ttuhsc.edu) to verify your permanent address is correct. If you have terminated employment, then contact Payroll & Tax Services at webmaster.payroll@ttu.edu or (806) 742-3211 to clarify the address used for distribution or to see if your Form W-2 has been returned.

Payroll Services will start processing reprint requests for Form W-2s starting February 12, 2016. Please do not submit requests for Form W-2 reprints until February 12, 2016.

When is the last date I can update my address for my 2015 W-2?

Address changes can be made via Employee Self Service in the system through January 15, 2016 for 2015 Form 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 15, 2016 will not automatically update the address for your 2015 Form W-2. If you do not receive your W-2 form by February 12, 2016, please contact the Payroll & Tax Service office (webmaster.payroll@ttu.edu) for a re-print of your W-2 form.

Why doesn’t my Form 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 therefore are reportable in the following calendar year.

I did not work for Texas Tech last year, so why did I receive a Form 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 Form W-2 for the second year.

I started working at Texas Tech in December but did not receive a Form 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 Form W-2. The Form 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 reflect 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 Form 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 Form W-2 should be the amount listed in box 12C of the Form 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 you 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 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 Form W-2 for the year which is required to be reported. 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 25, 2016</td>
</tr>
<tr>
<td>SM 3</td>
<td>January 16th-31st</td>
<td>80 Hours</td>
<td>February 10, 2016</td>
</tr>
<tr>
<td>MN 2</td>
<td>January 1st-31st</td>
<td></td>
<td>February 1, 2016</td>
</tr>
<tr>
<td>SM 4</td>
<td>February 1st-15th</td>
<td>88 Hours</td>
<td>February 25, 2016</td>
</tr>
<tr>
<td>SM 5</td>
<td>February 16th-28th</td>
<td>80 Hours</td>
<td>March 10, 2016</td>
</tr>
<tr>
<td>MN 3</td>
<td>February 1st-28th</td>
<td></td>
<td>March 1, 2016</td>
</tr>
</tbody>
</table>

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

This application is intended to be used as an estimate to project departmental fringe benefit costs for both current and prospective employees. The tool can be found on the Payroll Website under Manager Resources and the AFISM website located under ERP Tools. The tool now has the option to project departmental fringes on one time payments submitted through EOPS. This new option gives the department the ability to enter a dollar amount on a specific earn code and the application will provide an estimated total of the gross amount needed and the fringes. Departments also can enter a budgeted gross dollar amount and the application will estimate the associated fringes on the earn code. The gross dollar estimation will calculate what gross dollar amount the department will need to submit through EOPS to stay within the budgeted amount.

When the application is selected, a disclaimer will appear. Please read over and choose accept to continue.

The next screen will appear. First choose the type of employee and the salary type. For current employees, an R# will need to be entered. For new employees, additional information is required, see below.
When a current employee is selected and an annual salary is being calculated, an effective date will need to be entered. When attempting to calculate an EOPS payment, a deduction type will need to be selected.

After the required fields have been completed, the next screen will show each payroll cycle and annual amounts. Please keep in mind that fringes related to any portion of any employee’s pay funded by the General Appropriation of Education & General (State) funds will not be charged to the department.

To reset the Fringes Projection, click on the **Click here to Change the Selection** option at the top.
The next scheduled holidays are New Years Day, January 1, 2016 and Martin Luther King Jr Day, January 18, 2016.

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.