Frequently Asked Questions (FAQ’s)

2016 Form W-2

When will Form W-2 be mailed?

Form W-2 will be mailed out by the post office by January 31, 2017.

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. You can access and print your Form W-2 using Raiderlink/Webraider. You can retrieve your 2016 W-2 starting January 25, 2017.

Please log into Raiderlink/Webraider to access your W-2 Form.

Log onto Raiderlink for TTU and TTUSA: http://www.raiderlink.ttu.edu/

Webraider for HSC and HSC El Paso employees: http://webraider.ttuhsc.edu/

How do I print my Form W-2 in Employee Self Service?

Please log into Raiderlink/WebRaider to access your W-2 Form.


Then use the following navigation:

- Select Payroll & Tax tab,
- Select W-2 Wage and Tax Statements within the Annual Tax Information section,
- Select Tax Year
- Click Display
- Select Printable W-2 (scroll down bottom left)
- Go to file on the top and print to your local printer

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

**How do I consent for electronic delivery?**

Once you have logged into Raiderlink/WebRaider:

- Select **Payroll & Tax tab**
- Select **Electronic W-2 Consent** from **Annual Tax Information** section
- Check **Consent to receive W-2 electronically**
- Click on **Submit**

You will notice a confirmation at the top of your screen verifying that Electronic W-2 Consent was submitted successfully. You will receive an email notification once the W-2s are available to be accessed for the year.
Are W-2s mailed to employees' home addresses? If I don't get one, who do I contact?

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-2 to employees by 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. 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 us. Log onto Raiderlink for TTU and TTUS: (http://www.raiderlink.ttu.edu/) or Webraider for TTUHSC employees: (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. A duplicate copy of the W-2 form will be provided to the employee upon request after February 15, 2017.

When is the last date I can update my address for my 2016 W-2?

Address changes can be made via Employee Self Service in the system through January 22, 2017 for 2016 W-2.

If I don’t receive a Form W-2, who should I contact?

You can log into Raiderlink (TTU and TTU SA employees)/Webraider (HSC employees) and access your Form W-2. If you are unable to access Raiderlink or Webraider and you don’t receive a 2016 Form W-2 by February 15, 2017 please send an e-mail to webmaster.payroll@ttu.edu. A copy of the duplicate W-2 will be provided to the employee upon request. All requests for duplicate W-2 forms must be made in writing or in person. Payroll & Tax Services will start processing duplicate W-2 requests starting February 15, 2017. Please do not submit requests for a duplicate W-2 until February 15, 2017.
January 16, 2017 is a scheduled holiday for Texas Tech employees. 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.

### 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 1(^{st})-15(^{th})</td>
<td>80 Hours</td>
<td>January 25, 2017</td>
</tr>
<tr>
<td>SM 3</td>
<td>January 16(^{th})-31(^{st})</td>
<td>96 Hours</td>
<td>February 10, 2017</td>
</tr>
<tr>
<td>MN 2</td>
<td>January 1(^{st})-31(^{st})</td>
<td></td>
<td>February 1, 2017</td>
</tr>
<tr>
<td>SM 4</td>
<td>February 1(^{st})-15(^{th})</td>
<td>88 Hours</td>
<td>February 24, 2017</td>
</tr>
<tr>
<td>SM 5</td>
<td>February 16(^{th})- 28(^{th})</td>
<td>72 Hours</td>
<td>March 9, 2017</td>
</tr>
<tr>
<td>MN 3</td>
<td>February 1(^{st})- 28(^{th})</td>
<td></td>
<td>March 1, 2017</td>
</tr>
</tbody>
</table>

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