Summer Insurance Premiums

TTU 9 Month Faculty Members Enrolled in Insurance:

Email notifications went out regarding your insurance premiums for the summer months of June, July, and August. To ensure there is no lapse in coverage during the summer, your “out of pocket” premiums will be pre-deducted from your April 3rd, May 1st, and June 1st paychecks. These are automated deductions, therefore no action is needed by you. If you have any questions about this process, please send an email to webmaster.payroll@ttu.edu.

Earnings Statement

Every employee at Texas Tech should review their earnings statement after each payday. By regularly checking your earnings statement you are verifying that your wages and deductions are correct on each pay period. If an employee notices a discrepancy in their earnings (underpayments or overpayments), Form W-4 withholdings or deductions, they should immediately contact their department and Payroll Services to have the necessary corrections or adjustments made to correct the error. To view your earnings statements follow these steps:

- In your Raiderlink/Webraider select the Payroll & Tax tab
- In the Pay Information section, click on the My Earnings Statement (Pay Stubs) option
- Select the Year in the drop down box next to Earnings Statement Year and click on the Display option below.
- Select the earnings statement date for the earnings statement you want to review or print.

Pay Information

- Update/Create My Direct Deposit
- View Direct Deposit Allocation
- My Earnings Statements (Pay Stubs)
- Earnings History
- Deductions History
Verifying Information on Form W-4

All FAQs can be found on the Payroll & Tax Services website

http://www.depts.ttu.edu/payroll/faqs/index.php

Please check the federal tax withholding on your earning statements. If you would like to make any adjustments to your Form W-4, please complete and submit a new form to Human Resources.

http://www.depts.ttu.edu/hr/documents/2017w4.pdf

State Income Tax

Texas does not have state income tax withholding. However, we do withhold deductions and report for residents of other states who we employ. If you are hired while residing in another state, be sure to update your address on your W-4 if your residency status changes. Several states use the federal Form W-4 for state income tax withholding elections and the state in the address section on the Form W-4 may result in state income tax withholding.
**Payroll Calendar For March & April**

<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 6</td>
<td>March 1&lt;sup&gt;st&lt;/sup&gt;-15&lt;sup&gt;th&lt;/sup&gt;</td>
<td>88 Hours</td>
<td>March 24, 2017</td>
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<tr>
<td>SM 7</td>
<td>March 16&lt;sup&gt;th&lt;/sup&gt;-31&lt;sup&gt;st&lt;/sup&gt;</td>
<td>96 Hours</td>
<td>April 10, 2017</td>
</tr>
<tr>
<td>MN 4</td>
<td>March 1&lt;sup&gt;st&lt;/sup&gt;-31&lt;sup&gt;st&lt;/sup&gt;</td>
<td></td>
<td>April 3, 2017</td>
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<tr>
<td>SM 8</td>
<td>April 1&lt;sup&gt;st&lt;/sup&gt;-15&lt;sup&gt;th&lt;/sup&gt;</td>
<td>80 Hours</td>
<td>April 25, 2017</td>
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<tr>
<td>SM 9</td>
<td>April 16&lt;sup&gt;th&lt;/sup&gt;- 30&lt;sup&gt;th&lt;/sup&gt;</td>
<td>80 Hours</td>
<td>May 10, 2017</td>
</tr>
<tr>
<td>MN 5</td>
<td>April 1&lt;sup&gt;st&lt;/sup&gt;- 30&lt;sup&gt;th&lt;/sup&gt;</td>
<td></td>
<td>May 1, 2017</td>
</tr>
</tbody>
</table>

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

March 10, 2017 for EL Paso HSC ONLY · March 17, 2017 for TTU & HSC ONLY

These are the only scheduled holidays for Texas Tech in the month of March. For those benefits eligible employees, please report the correct HOL hours on your Web Time Entry Timesheet for this day only. Refer to TTU OP 70.42, Holidays or TTUHSC/TTUHSC El Paso OP 70.06, Employee Working Hours and Holidays, for more information regarding state agency holidays.