Distinguished Staff Awards

It’s that time of the year again. Please take the time to nominate an employee that you feel is deserving of this award. At Texas Tech we believe that everything we do starts with our employees and everything we achieve is because of our employees. In recognition of outstanding employee efforts, Texas Tech initiated three system-wide employee recognition programs. Non-Faculty employees will be recognized based on their hard work, enthusiasm, and dedication to Texas Tech. There are five award categories in which employees may be nominated.

⇒ The Matador Award recognizes a newcomer who has 1-3 years of service with Texas Tech. This individual has made significant contributions and shared innovative ideas to the department and to the Texas Tech Community. Award recipients will receive $250.

⇒ The Masked Rider Award recognizes an individual who has 3 or more years of service with Texas Tech. This individual has contributed to the success of Texas Tech through their accomplishments at work and leads by example. Award recipients will receive $500.

⇒ The Guns Up Award recognizes a team of employees that fostered cooperation with other employees to increase productivity and efficiency in the organization and has improved customer service and morale. Award recipients will receive $2500 divided equally.

⇒ The President’s Award of Excellence recognizes an individual who has 1 or more years of service with Texas Tech. This individual has demonstrated strong leadership skills throughout the year. This employee has made presentations, served on committees, and volunteered for campus activities. Award recipients will receive $1000.

⇒ The Chancellor’s Award of Excellence recognizes an individual who has 5 or more years of service with Texas Tech. This individual demonstrates commitment to Texas Tech and has significantly increased productivity and efficiency, while using resources wisely and motivates others to serve at the same level of excellence. Award recipients will receive $1500.
Payroll Withholding

Now that tax season is over, you may want to update your withholding. The IRS encourages everyone to use the Withholding Calculator to perform a quick “paycheck checkup.” This is even more important this year because of recent changes to the tax law for 2018.

https://apps.irs.gov/app/withholdingcalculator/

The calculator helps you identify your tax withholding to make sure you have the right amount of tax withheld from your paycheck at work. There are several reasons to check your withholdings. Checking your withholding can help protect against having too little tax withheld and facing an unexpected tax bill or penalty at tax time next year. At the same time, with the average refund topping $2800, you may prefer to have less tax withheld up front and receive more in your paychecks. Please use the link below if you decide to use the Withholding Calculator and determine that you need to submit a new Form W-4.

http://www.depts.ttu.edu/hr/documents/2018w4.pdf

Once the form is complete, it can be submitted to your designated HR office in person or emailed to the HR Webmaster.

TTU HR

2518 15th Street Lubbock, TX 79409 | 806-742-3851 | webmaster.hr@ttu.edu

TTUHSC HR

Abilene Campus | 1674 Pine St. Abilene, TX 79601 | 325-676-7948

Amarillo Campus | 1400 S Coulter St. Amarillo, TX 79106 | 806-414-9393

Correctional Managed Health Care | 5307 W. Loop 289, Suite 202 Lubbock, TX 79423 | 806-797-9492

Dallas Campus | 5920 Forest Park Rd Suite 500 Dallas, TX 75235 | 214-654-9404

Lubbock Campus | 3601 4th St 1B100 Lubbock, TX 79415 | 806-743-2300 | hscrecords@ttuhsc.edu

Midland Campus | 3600 N Garfield St Midland, TX 79705 | 432-620-9905

Odessa Campus | 800 W 4th St. Odessa, TX 79763 | 432-335-2222

TTUHSC El Paso

200 N. Concepcion St. El Paso, TX 79905 | 915-515-4151
Direct Deposit

There may have been times when you’ve tried to update your direct deposit information using the self-service option located under the Payroll & Tax tab in Raiderlink and are unable to do so. The reason for this is because it is turned off while Payroll & Tax Services works on an on-cycle payroll. This process occurs three times a month. Twice for the semi-monthly on-cycle payroll and once for the monthly on-cycle payroll. When logging into either payroll direct deposit or student reimbursement, the following screen will appear along with your direct deposit account information. The system will not allow any additions, removal, or edits to an existing account during this time.

If you need to remove an account before the direct deposit file is sent to the bank, please email the Payroll Webmaster at webmaster.payroll@ttu.edu with your name, employee R number, and banking information that you need deleted. Payroll & Tax Services will only delete an account. If you need to add direct deposit information, you will need to wait until this service is turned back on and it will go into effect on your next available payroll payment.
May 28, 2018 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 May & June

<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 10</td>
<td>May 1&lt;sup&gt;st&lt;/sup&gt;-15&lt;sup&gt;th&lt;/sup&gt;</td>
<td>88 Hours</td>
<td>May 25, 2018</td>
</tr>
<tr>
<td>SM 11</td>
<td>May 16&lt;sup&gt;th&lt;/sup&gt;-31&lt;sup&gt;st&lt;/sup&gt;</td>
<td>96 Hours</td>
<td>June 8, 2018</td>
</tr>
<tr>
<td>MN 6</td>
<td>May 1&lt;sup&gt;st&lt;/sup&gt;-31&lt;sup&gt;st&lt;/sup&gt;</td>
<td></td>
<td>June 1, 2018</td>
</tr>
<tr>
<td>SM 12</td>
<td>June 1&lt;sup&gt;st&lt;/sup&gt;-15&lt;sup&gt;th&lt;/sup&gt;</td>
<td>88 Hours</td>
<td>June 25, 2018</td>
</tr>
<tr>
<td>SM 13</td>
<td>June 16&lt;sup&gt;th&lt;/sup&gt;-30&lt;sup&gt;th&lt;/sup&gt;</td>
<td>80 Hours</td>
<td>July 10, 2018</td>
</tr>
<tr>
<td>MN 7</td>
<td>June 1&lt;sup&gt;st&lt;/sup&gt;-30&lt;sup&gt;th&lt;/sup&gt;</td>
<td></td>
<td>July 2, 2018</td>
</tr>
</tbody>
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All cutoff dates and deadlines can be found on the Department End User Calendars.