Mark Your Calendar!

With another year coming to an end, Payroll & Tax Services wants 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 30, 2018 and January 31, 2018.

- **Electronic W2’s** are scheduled to be available on January 25, 2018 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 & Tax Services.

- Departments, please have all your non-exempt employees submit their timesheets for the December 1st-15th pay period on time and approved by December 19th to avoid a delay on their December 22nd 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 5, 2018.

- The deadline for Manual Check Requests for calendar year 2017 is December 8th. Requests received by 5 pm central time December 8th will be paid December 15th. Any requests received after the December 8th deadline thru December 31, 2017 at 5 pm central time will be paid on January 5, 2018.

- 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 15, 2017 to ensure the employee’s 2017 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 the Payroll & Tax tab in Raiderlink/Webraider for additional information.
As we get closer to the end of 2017, 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:

1. Log on to Raiderlink/Webraider
2. Select the Payroll & Tax tab
3. In the My Personal Information section, select View Addresses and Phones
4. Review the Permanent Address

*If the information is incorrect, click on the pencil on the right side of the screen, then click on the word Current next to your permanent address, enter in your new address (use today’s date in the Valid From This Date field) and click on Submit to save your entry.
W2 Information

W2 information can be accessed under the Payroll & Tax tab in the Annual Tax Information section.

Annual Tax Information

- 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.

Selection Criteria

<table>
<thead>
<tr>
<th>My Choice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consent to receive W-2 electronically:</td>
</tr>
<tr>
<td>Consent to receive 1095-C electronically:</td>
</tr>
</tbody>
</table>

I understand the instructions provided to me for accessing and printing my electronic tax forms.

Submit

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 in 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.

Tax Treaty Exemption Employees

Foreign national employees who are currently taking advantage of tax treaty exemptions related to compensation/wages should be aware that the 2018 Tax Treaty Renewal period for Form 8233 and Form W-9 (if applicable) will begin on November 20, 2017. Notification from support@online-tax.net will alert eligible individuals that the tax treaty renewal option is available in GLACIER and will continue through December for submission of tax treaty renewal documents to Payroll & Tax Services.

Signed GLACIER Tax Summary Report, Form 8233, and Form W-9 may be submitted to tax.forms@ttu.edu or in Doak Hall, Rm 135. Tax Treaty Renewals submitted prior to December 8, 2017 will be effective for the first paycheck in 2018.
HOLIDAY SCHEDULE 2017

November 23rd & 24th 2017 are the scheduled holidays for Texas Tech in the month of November.

TTU Holiday Schedule: December 25th—January 1st
HSC Holiday Schedule: December 25th - 26th and January 1st
HSC El Paso Holiday Schedule: December 25th - 27th and January 1st

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.

Merry Christmas & Happy New Year

Payroll Calendar For November & December

<table>
<thead>
<tr>
<th>Payroll ID and Number</th>
<th>Payroll Dates</th>
<th>Pay Period Total Hours</th>
<th>PAYDAY</th>
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</thead>
<tbody>
<tr>
<td>SM 22</td>
<td>November 1st-15th</td>
<td>88 Hours</td>
<td>November 22, 2017</td>
</tr>
<tr>
<td>SM 23</td>
<td>November 16th-30th</td>
<td>88 Hours</td>
<td>December 8, 2017</td>
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<tr>
<td>MN 12</td>
<td>November 1st-30th</td>
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<td>December 1, 2017</td>
</tr>
<tr>
<td>SM 24</td>
<td>December 1st-15th</td>
<td>88 Hours</td>
<td>December 22, 2017</td>
</tr>
<tr>
<td>SM 1</td>
<td>December 16th-31st</td>
<td>80 Hours</td>
<td>January 10, 2018</td>
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<tr>
<td>MN 1</td>
<td>December 1st-31st</td>
<td></td>
<td>January 2, 2018</td>
</tr>
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</table>

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