Frequently Asked Questions 2019 Form W-2

When will Form W-2 be mailed?

Form W-2 will be mailed out by the post office by January 31, 2020.

Can I receive my W-2 Electronically?


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.ttuhsed.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 Regulatory 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 at [http://www.raiderlink.ttu.edu/](http://www.raiderlink.ttu.edu/) or Webraider for TTUHSC employees at [http://webraider.ttuhsc.edu/](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 14, 2020.

**When is the last date I can update my address for my 2019 W-2?**

Address changes can be made via Employee Self Service in the system through January 20, 2020 for 2019 W-2.

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

You can log into Raiderlink for TTU and TTUS employees or Webraider for HSC and HSC El Paso employees and access your Form W-2. If you are unable to access Raiderlink or Webraider and you don’t receive a 2019 Form W-2 by February 14, 2020, 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 14, 2020. Please do not submit requests for a duplicate W-2 until February 14th.
Insurance Benefits

DEPARTMENTS
Reminder that an ENJOB ePAF does not terminate employment or insurance benefits. If an employee is not expected to return to work, a TERMI (termination) ePAF should be submitted. If an ENJOB ePAF is submitted in error, and the insurance remains active for the employee, departments are solely responsible for ALL insurance premiums due (both employee and employer portions), for all months insurance coverages remain active.

Teacher Retirement System of Texas (TRS)

HOURS WORKED
Due to new TRS reporting guidelines that went into effect 9/1/17, TRS now monitors the total number of hours an employee is paid for in the month. As a reminder, employees classified as Benefits Eligible MUST work and/or submit leave time each month for a minimum of hours equivalent to one-half time. If the employee does not meet this requirement they may forfeit their TRS membership.

For example:

March has 22 work days (Monday–Friday)

22 x 8 = 176 work hours available

176 / 2 = 88 hours to equal one-half time

A minimum of 88 hours, worked and/or submitted as leave time, would be required for the month of March.

For questions please send an email to webmaster.payroll@ttu.edu.

JUST A LITTLE Reminder

2020 Federal Income Tax Withholding

The Internal Revenue Service (IRS) has released an updated 2020 Form W-4. The IRS has also updated the online Withholding Calculator that can be used to confirm the correct amount of tax is withheld from your paycheck. We encourage you to review your withholding this year because of the recent changes to the tax law. If you determine that your Form W-4 does need to be updated, please submit the completed form to your respective Human Resources office.
January 20, 2020 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>SM2</td>
<td>January 1st-15th</td>
<td>88 Hours</td>
<td>January 24, 2020</td>
</tr>
<tr>
<td>SM3</td>
<td>January 16th-31st</td>
<td>96 Hours</td>
<td>February 10, 2020</td>
</tr>
<tr>
<td>MN2</td>
<td>January 1st-31st</td>
<td></td>
<td>February 3, 2020</td>
</tr>
<tr>
<td>SM4</td>
<td>February 1st-15th</td>
<td>80 Hours</td>
<td>February 25, 2020</td>
</tr>
<tr>
<td>SM5</td>
<td>February 16th-29th</td>
<td>80 Hours</td>
<td>March 10, 2020</td>
</tr>
<tr>
<td>MN3</td>
<td>February 1st-29th</td>
<td></td>
<td>March 2, 2020</td>
</tr>
</tbody>
</table>

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