End of Year Deadlines

With another year coming to an end, Payroll & Tax Services would like to provide 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 are:

- Paper Form W-2’s will be mailed out by the post office no later than February 1, 2021.
- Electronic Form W-2’s are scheduled to be available on January 25, 2021 under your employee tab in Raiderlink/Webraider. *If you consent for electronic delivery, you will not receive a paper copy Form W-2.*
- Please review and update your address through the “My Personal Information” link on your employee tab. An updated address is important for the Form W-2 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 17th 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 1st—15th period will pay on January 8, 2021.
- The deadline for Manual Check Requests for calendar year 2020 is December 4th. Requests received by 5 pm central time December 4th will be paid December 11th. Any requests received after the December 4th deadline thru January 1, 2021 at 5pm central time will be paid on January 8, 2021.
- 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 4, 2020 to ensure the employee’s 2020 Form W-2 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.

Contact Information
webmaster.payroll@ttu.edu  |  Doak Hall: 806-742-3211
PERMANENT ADDRESS INFORMATION

As we get closer to the end of 2020, please remind all faculty and staff to review their permanent address and update if needed. This address is used for Form W-2 and Form 1095-C mailings and other correspondence from Payroll & Tax Services, such as refund checks.

Below are instructions to review/update the address:

- Log on to Raiderlink/Webraider
- Select Payroll & Tax
- In the My Personal Information section, select View Addresses and Phones
- Review the Permanent Address

*If the information is incorrect, click on the pencil icon on the right side of the screen, then click on the Current icon 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.
Form W-2 Information

Form W-2 information can be accessed under the Payroll & Tax tab in the Annual Tax Information section.

**Annual Tax Information**

- Electronic Regulatory Consent
- W-2 Wage and Tax Statement
- W-2c Corrected Wage and Tax Statement
- 1095 Employer-Provided Health Insurance Offer and Coverage Statement

**Electronic Form W-2 Consent** — There are 2 options available to receive a Form W-2 statement. This first option is to view and print your Form W-2 Statement electronically. To establish electronic delivery, click on the Electronic Regulatory Consent link under the Payroll & Tax tab in Raiderlink/Webraider. In the next screen, click on the box next to Consent to receive Form W-2 electronically and then the Submit button. This is the most efficient and safest manner to receive your Form W-2. Historically, electronic Form W-2 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 & Tax Services sends an email to everyone with electronic consent to alert when the forms are available.

**Selection Criteria**

| Consent to receive W-2 electronically: | ☑ |
| Consent to receive 1095-C electronically: | ☐ |

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

Submit

The second option is for your Form W-2 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.

**Form W-2 Wage and Tax Statement** - To view and print a Form W-2 statement, click on the Form 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 Form W-2 button located in the lower left hand corner. Click that to display a printable version.
New MLA Process

Payroll & Tax Services is excited to announce an application that will replace the Manual Leave Adjustment (MLA) process currently in use starting November 1, 2020. Moving MLA’s to an automated application will allow requesting departments to submit MLA’s more quickly and easily. It will also help Payroll & Tax Services to process these adjustments with increased efficiency, accuracy, and speed.

Payroll & Tax Services recommends training for the new application for anyone who submits MLA’s on behalf of other employees, and for employees who submit their own MLA’s.

Effective January 1st, 2021, MLA’s will only be accepted via the MLA application. To view available training times and add a training session to your calendar, please click here.

COVID-19 Related EOPS Payment

To aid in tracking any special payments related to COVID-19, please use the following information when completing Employee Special One-Time Payments, EOPS, for payment to employees.

- COVID-19 should be the first line in the Detailed Explanation of Payment section.
- Include as much information as possible in the Detailed Explanation of Payment section.
- Any LSP payments to nonexempt staff should include a worksheet of hours worked and an overtime calculation, as appropriate.

EOPS deadlines can be found here. Working remotely limits the ability to pull EOPS payments from the regular on-cycle payroll process. Please ensure the EOPS is completed correctly and submitted timely to ensure processing on the appropriate payroll cycle.
Happy Holidays

For those benefits eligible employees, please report the correct HOL hours on your Web Time Entry or TimeClock Plus 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.

November 26th-27th are the scheduled holidays for the Thanksgiving Holiday.

December 23rd-January 1st are the scheduled holidays for TTU and TTU System, December 24th, 25th, 31st and January 1st are scheduled holidays for TTU HSC, and December 23rd-25th, 31st and January 1st are scheduled holidays for TTU HSC El Paso.

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>
</tr>
</thead>
<tbody>
<tr>
<td>SM 22</td>
<td>November 1\textsuperscript{st}-15\textsuperscript{th}</td>
<td>80 Hours</td>
<td>November 25, 2020</td>
</tr>
<tr>
<td>SM 23</td>
<td>November 16\textsuperscript{th}-30\textsuperscript{th}</td>
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<td>December 10, 2020</td>
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<td>November 1\textsuperscript{st}-30\textsuperscript{th}</td>
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<td>December 1, 2020</td>
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<tr>
<td>SM 24</td>
<td>December 1\textsuperscript{st}-15\textsuperscript{th}</td>
<td>88 Hours</td>
<td>December 22, 2020</td>
</tr>
<tr>
<td>SM 01</td>
<td>December 16\textsuperscript{th} - 31\textsuperscript{st}</td>
<td>96 Hours</td>
<td>January 8, 2021</td>
</tr>
<tr>
<td>MN 01</td>
<td>December 1\textsuperscript{st} - 31\textsuperscript{st}</td>
<td></td>
<td>January 4, 2021</td>
</tr>
</tbody>
</table>

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