Frequently Asked Questions 2020 Form W-2

When will Form W-2 be mailed?

Form W-2 will be mailed out by the post office by February 1, 2021.

Can I receive my Form W-2 Electronically?

You can elect to retrieve your Form W-2 electronically. If you consent for electronic delivery, you will not receive a paper copy Form W-2. You can access and print your Form W-2 using Raiderlink/Webraider. You can retrieve your 2020 Form W-2 upon email notification from Payroll & Tax Services in January.

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.ttuhsc.edu/

How do I print my Form W-2 in Employee Self Service?

You can elect to receive your Form W-2 electronically. If you consent for electronic delivery, you will not receive a paper copy Form W-2. You can access and print your Form W-2 using Raiderlink/WebRaider. You can retrieve your 2020 W-2 starting January 25, 2021.

Contact Information

webmaster.payroll@ttu.edu | Doak Hall: 806-742-3211 |
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 employees: http://webraider.ttuhsc.edu/

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 Form W-2 Consent was submitted successfully. You will receive an email notification once the Form W-2s are available to be accessed for the year.

**Are Form 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 February 1st for the calendar year just ended. If you have not moved recently, your Form 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 Form 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.ttuhscl.edu/](http://webraider.ttuhscl.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 12, 2021.

**When is the last date I can update my address for my 2020 Form W-2?**

Address changes can be made via Employee Self Service in the system through January 19, 2021 for 2020 Form 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 2020 Form W-2 by February 12, 2021, please send an e-mail to [webmaster.payroll@ttu.edu](mailto:webmaster.payroll@ttu.edu). A copy of the duplicate Form W-2 will be provided to the employee upon request. All requests for duplicate Form W-2 forms must be made in writing or in person. Payroll & Tax Services will start processing duplicate Form W-2 requests starting February 12, 2021. Please do not submit requests for a duplicate Form W-2 until February 12th.
Lump Sum Vacation Payout

Lump sum vacation will payout to eligible employees within 30 days from the check date of the final earnings payment. Please be sure to complete a Lump Sum Vacation Certification/W-2 Address Verification. This will prevent any delay with your payment and ensure that your payment is sent to the correct location. The form is available through your local Human Resources office.

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 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:
If 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.
January 18, 2021 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 1&lt;sup&gt;st&lt;/sup&gt;-15&lt;sup&gt;th&lt;/sup&gt;</td>
<td>88 Hours</td>
<td>January 25, 2021</td>
</tr>
<tr>
<td>SM3</td>
<td>January 16&lt;sup&gt;th&lt;/sup&gt;-31&lt;sup&gt;st&lt;/sup&gt;</td>
<td>80 Hours</td>
<td>February 10, 2021</td>
</tr>
<tr>
<td>MN2</td>
<td>January 1&lt;sup&gt;st&lt;/sup&gt;-31&lt;sup&gt;st&lt;/sup&gt;</td>
<td></td>
<td>February 1, 2021</td>
</tr>
<tr>
<td>SM4</td>
<td>February 1&lt;sup&gt;st&lt;/sup&gt;-15&lt;sup&gt;th&lt;/sup&gt;</td>
<td>88 Hours</td>
<td>February 25, 2021</td>
</tr>
<tr>
<td>SM5</td>
<td>February 16&lt;sup&gt;th&lt;/sup&gt; - 28&lt;sup&gt;th&lt;/sup&gt;</td>
<td>72 Hours</td>
<td>March 10, 2021</td>
</tr>
<tr>
<td>MN3</td>
<td>February 1&lt;sup&gt;st&lt;/sup&gt; – 28&lt;sup&gt;th&lt;/sup&gt;</td>
<td></td>
<td>March 1, 2021</td>
</tr>
</tbody>
</table>

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