Compensatory Time

TTU and TTUS staff employees in a full-time non-exempt (semi-monthly paid) employee class accrue compensatory leave time when the number of hours worked in the FLSA work week (Sunday – Saturday) exceeds 40 hours. All hours worked during the work week will be paid out at the regular rate and the employee will accrue the ½-time portion as compensatory leave time.

Available compensatory leave time hours should be taken no later than the April 1st-15th pay period. The end of the accrual period is March 31st. The following reports are available in Cognos to help departments in monitoring an employee's Comp Time balance:

HR030 Employee Current Leave Balances | This report provides employee(s) leave balances and there is an option to select individual leave code(s) to view current balances.

HR207 Estimated Comp Time Expense | This report can be run by ORGN or by FOP and will show the available hours and estimated salary expense for all active employees with a Comp Time balance. All applicable fringes will be charged in addition to the salary expense included on this report.

Both reports are current as of the date the report is run but the hours do not include any manual leave adjustment forms or timesheets that have not been processed.
Form W-2 Reprint Requests

For those employees who did not electronically consent or are no longer employed with TTU, Form W-2 were mailed out on February 1st to the employee’s permanent address on file. If you have not received your Form W-2, you may request a reprint to the Payroll Webmaster at webmaster.payroll@ttu.edu. Please include your Name, R#, and a mailing address to send your reprint. Another option for active employees is to print your Form W-2 from your Employee Tab in Raiderlink. To do this, you must consent for electronic delivery.

How do I consent for electronic delivery?

Please log into Raiderlink at http://raiderlink.ttu.edu / Webraider at http://webraider.ttuhs.edu and use the following navigation:

- Select the Payroll & Tax tab
- In the Annual Tax Information box, select Electronic Regulatory Consent
- Check “Consent to receive W-2 electronically”
- Submit

2021 Form W-4 Information

The Internal Revenue Service (IRS) has released an updated 2021 Form W-4. In December 2020, the IRS released the final version of the 2021 Form W-4. The important tax form includes very few changes from the 2020 version, which was overhauled to feature more accurate withholding information in a simpler and more private format. 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.

State Income Tax: Texas does not have state income tax withholding. However, we do withhold deductions and report for residents of other states who we employ. If you are hired while residing in another state, be sure to update your address on your Form W-4 if your residency status changes. Several states use the federal Form W-4 for state income tax withholding elections and the state in the address section on the Form W-4 may result in state income tax withholding.
Summer Insurance Premium

TTU 9 Month Faculty Members Enrolled in Insurance, who do NOT have a 12 month spread:
To ensure there is no lapse in coverage during the summer, your “out of pocket” insurance premiums will be pre-deducted from your April 1st, May 3rd and June 1st paychecks. These are automated deductions, therefore no action is needed by you. Email notifications will go out the first week of March. If you have any questions please send an email to webmaster.payroll@ttu.edu.

Manual Leave Adjustment (MLA)
Effective January 1st, an MLA Application replaced the MLA process that had been in use. Moving MLA’s to an automated application will allow requesting departments to submit MLA’s quickly and easily.

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. To view available training times and add a training session to your calendar, please click here.

Earnings Statement

After each payroll payment, please review your earnings statement for the following:

⇒ To make sure all hours that were reported were paid.
⇒ The correct deductions are being taken.
⇒ Form W-4 exemptions are correct.
⇒ Verify the payment method: paper check or direct deposit.


**SPRING BREAK**

March 19th for TTU & HSC ONLY

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/TTUHSC El Paso OP 70.06, Employee Working Hours and Holidays, for more information regarding state agency holidays.

### Payroll Calendar For March & April

<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 6</td>
<td>March 1st-15th</td>
<td>88 Hours</td>
<td>March 25, 2021</td>
</tr>
<tr>
<td>SM 7</td>
<td>March 16th-31st</td>
<td>96 Hours</td>
<td>April 9, 2021</td>
</tr>
<tr>
<td>MN 4</td>
<td>March 1st-31st</td>
<td></td>
<td>April 1, 2021</td>
</tr>
<tr>
<td>SM 8</td>
<td>April 1st-15th</td>
<td>88 Hours</td>
<td>April 23, 2021</td>
</tr>
<tr>
<td>SM 9</td>
<td>April 16th– 30th</td>
<td>88 Hours</td>
<td>May 10, 2021</td>
</tr>
<tr>
<td>MN 5</td>
<td>April 1st– 30th</td>
<td></td>
<td>May 3, 2021</td>
</tr>
</tbody>
</table>

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