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.

EMPLOYEES

Employees enrolled in insurance who are not working in the summer, as well as 9 month employees who did not have summer premiums pre-deducted, will be billed for "out of pocket" premiums due. If premiums are not paid by the due date:

- For full-time employees: All dependents will be dropped from health coverage and all optional coverages will be canceled
- For part-time employees: Health coverage and all optional coverages will be canceled

Employees can only re-enroll in cancelled coverages during open enrollment unless a qualifying life event has occurred. If you have any questions, please email webmaster.payroll@ttu.edu.

Contact Information
webmaster.payroll@ttu.edu | Doak Hall: 806-742-3211
Payroll Withholding

Now that tax season is over, you may want to update your withholding. The IRS encourages everyone to use the Withholding Calculator to perform a quick “paycheck checkup.”

https://apps.irs.gov/app/withholdingcalculator/

The calculator helps you identify your tax withholding to make sure you have the right amount of tax withheld from your paycheck at work. There are several reasons to check your withholdings. Checking your withholding can help protect against having too little tax withheld and facing an unexpected tax bill or penalty at tax time next year. Please use the link below if you decide to use the Withholding Calculator and determine that you need to submit a new Form W-4.


Once the form is complete, it can be submitted to your designated HR office in person or emailed to the HR Webmaster.

i2Verify

As of April 1, 2021, Texas Tech University will have a new service to execute employment and wage verification requests of current and former employees. These requests are directed to i2Verify, an income and employment verification company which provides immediate access to employment and wage data.

i2Verify automates the verification process by instantly and securely delivering employment information that requestors, such as banks or government agencies, use to rely on when making credit granting or benefit entitlement decisions, such as mortgages, loans and etc.

Clients of i2Verify include lenders, property managers, pre-employment screeners, and social service agencies. Utilizing i2Verify for employment and wage verification will benefit Texas Tech University employees and departments in multiple ways:

By eliminating the need for internal verifications, i2Verify reduces the turnaround time associated with employment or wage verification. A properly credentialed verifier, such as a bank or mortgage company, can now securely access employment verification data at any time at www.i2Verify.com.
Through the i2Verify employee portal, employees are allowed complete visibility into the verification process. Employees can block access to their data, generate their own reports, or choose to be notified when someone views their data.

i2Verify's employment verification process is secure. Not only does i2Verify validate the identity of all users of its system prior to allowing access to sensitive employee data, but a complete audit trail of every verification is created and then is made available to employees.

Support is available by calling i2Verify at 1-888-458-6319.

Please go here to create a personal account.

For instructions on how to create an i2Verify Employee Account, go here.

For the i2Verify user guide, go here.

It is important to always review your earnings statement each pay period. This will insure that you are being paid the correct salary and number of hours worked. Also do not forget to check your insurance premiums and options to ensure that they are being deducted properly from each payroll payment.

For those that do not have direct deposit set up, your payroll payment will be mailed to the permanent address listed on file. This can be viewed and updated in the Employee section of Raiderlink by clicking on the MY PROFILE option located under your name in the Employee Dashboard window.
May 31, 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 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.

<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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<td>June 1\textsuperscript{st}– 30\textsuperscript{th}</td>
<td></td>
<td>July 1, 2021</td>
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</tbody>
</table>

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