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 January 31, 2022.

• Electronic Form W-2’s are scheduled to be available on January 25, 2022 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 by December 17, 2021. 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 23rd 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 7, 2022.**

• The deadline for Manual Check Requests for calendar year 2021 is December 10th. Requests received by 5 pm central time December 10th will be paid December 17th. Any requests received after the December 10th deadline thru December 31, 2021 at 5pm central time will be paid on January 7, 2022.

• 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 10, 2021 to ensure the employee’s 2021 Form W-2 is accurate.

**Contact Information**

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

As we get closer to the end of 2021, 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 and 1095-C Information

Form W-2 and 1095-C 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 and 1095-C Consent** — There are 2 options available to receive a Form W-2 and 1095-C statement. This first option is to view and print your desired 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 and/or 1095-C electronically and then the Submit button. This is the most efficient and safest manner to receive your statement. Historically, electronic statements are available one week 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. The deadline to update your electronic consent is December 17, 2021.

**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 statements 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 & 1095 Employer-Provided Health Insurance Offer and Coverage Statement** — To view and print a the desired statement, click on the name of the 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 button located in the lower left hand corner. Click that to display a printable version.

**Terminated Employees** — Contact your HR office to make changes to your permanent address since you will not be able to access Raiderlink/Webraider.
System Regulation 07.12

Please see the link below to review the new leave regulations for all Institutional Employees. The operating policy covers holidays, vacation leave, sick leave and miscellaneous leave, family and medical leave, parental leave and leave without pay.


It is extremely important for employees to review their earnings statement each pay period to verify salary and the correct insurance premiums and options are being deducted from each paycheck.

To view earnings statements, log into Raiderlink/Webraider and select the Employee section.

My Texas Tech Information

- My Timesheet (Non-Exempt Employees Only)
- My Leave Reports (Exempt Employees Only)
- My Leave Balances
- Employee Dashboard (Personal, Employment, Pay Information, Earnings Statements)
- Update My Direct Deposit
- Need Help?

The Employee section also provides a link to view web-time entry timesheets, leave reports and available leave balances. You can also update your personnel information and direct deposit.
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 25th-26th are the scheduled holidays for the Thanksgiving Holiday.

Winter Break holidays are as follows:
December 24th-31st for TTU and TTU Systems
December 24th, 27th & 31st for TTUHSC and 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>
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<td>SM 22</td>
<td>November 1(^{st})-15(^{th})</td>
<td>88 Hours</td>
<td>November 24, 2021</td>
</tr>
<tr>
<td>SM 23</td>
<td>November 16(^{th})-30(^{th})</td>
<td>88 Hours</td>
<td>December 10, 2021</td>
</tr>
<tr>
<td>MN 12</td>
<td>November 1(^{st})-30(^{th})</td>
<td></td>
<td>December 1, 2021</td>
</tr>
<tr>
<td>SM 24</td>
<td>December 1(^{st})-15(^{th})</td>
<td>88 Hours</td>
<td>December 23, 2021</td>
</tr>
<tr>
<td>SM 1</td>
<td>December 16(^{th})-31(^{st})</td>
<td>96 Hours</td>
<td>January 10, 2022</td>
</tr>
<tr>
<td>MN 1</td>
<td>December 1(^{st})-31(^{st})</td>
<td></td>
<td>January 3, 2022</td>
</tr>
</tbody>
</table>

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