

PAYROLL & TAX *SERVICES*

March / April 2022 Newsletter
Volume 9, Issue II



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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.

Contact Information

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

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 January 31st 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

2022 Form W-4 Information

If you need to update your Form W-4 for 2022, please complete as soon as possible and submit to HR. The forms are located in Raiderlink under Payroll & Tax in the Tax forms section.

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.

Employee & Wage Verification

Employee and wage verification is now done through i2Verify. i2Verify automates the verification process by instantly and securely delivering employment information to lenders, property managers, pre-employment screeners and social service agencies. Simply create an account at www.i2Verify.com. 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.

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.

JUST A LITTLE
Reminder

Employee Dashboard

Take some time out of your day to review your employee dashboard in Raiderlink.

- ⇒ MY PROFILE will display R#, Hire Date, Contact Information
- ⇒ Available Leave Balances
- ⇒ Earnings Statements
- ⇒ Direct Deposit Information
- ⇒ Deduction History
- ⇒ Tax Information & Forms
- ⇒ Job Summary
- ⇒ Employee Summary

No Spring Break holiday
this year

SPRING
BREAK

Payroll Calendar For March & April

| Payroll ID and Number | Payroll Dates | Pay Period Total Hours | Payday |
|-----------------------|---|------------------------|----------------|
| SM 6 | March 1 st -15 th | 88 Hours | March 25, 2022 |
| SM 7 | March 16 th -31 st | 96 Hours | April 8, 2022 |
| MN 4 | March 1 st -31 st | | April 1, 2022 |
| SM 8 | April 1 st -15 th | 88 Hours | April 25, 2022 |
| SM 9 | April 16 th – 30 th | 80 Hours | May 10, 2022 |
| MN 5 | April 1 st – 30 th | | May 2, 2022 |

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