

PAYROLL & TAX *SERVICES*

March / April 2023 Newsletter
Volume 10, 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 [click here](#) to request a duplicate copy. You may need to create a new account for former employees. 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

2023 Form W-4 Information

If you need to update your Form W-4 for 2023, 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.

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 3rd, May 1st 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.



Be proactive when it comes to receiving and reviewing your payroll payments. Learn about your payment schedule and review your pay stubs to ensure you are being paid correctly. See the highlights below:

- Semi-Monthly Employees are paid twice a month on the 25th for time worked the 1st-15th and on the 10th of the following month for time worked the 16th-the end of the month.
- Overtime for TTUHSC and TTUHSC El Paso and Comp Time for TTU is accumulated if an employee **physically works** over 40 hours in a work week. A FLSA work week runs Sunday-Saturday. If the work week falls between two pay periods, then overtime or comp time, is given on the pay period that the end of the work week falls under.
- Overtime on pay stubs will display the total number of hours physically worked under Hours Worked. This would be the “time” part in time and a half. The “half” part is displayed under Overtime Hourly.
- Monthly Employees are paid on the first working day of the following month.
- Longevity payments, for those that are eligible, are paid on the 10th for Semi-Monthly employees and each pay period for Monthly employees.
- Benefits and Deductions taken on each payroll payment are listed under the Employee column. Next to this will be the year to date amount.
- The Check or Direct Deposit section lists how the payroll payment was paid. TTU employees can pick up their paper check in the payroll office located at Doak Hall, room 135 with a picture ID . TTUHSC and TTUHSC El Paso employees will have their paper check mailed to the address listed at the top of the pay stub. Direct Deposit payments will list the Bank Name and amount.
- If you would like to enroll in direct deposit, please use the Update My Direct Deposit link in the Employee section of the Raiderlink/Webraider portal.
- Federal Income Tax Withholding is listed at the bottom. If you would like to change this, please complete a 2023 W-4 Form and submit to HR.



March 17th is a scheduled holiday for TTU and TTUHSC ONLY. For those benefits eligible employees, please report the correct HOL Hours on your Web Time Entry or TimeClock Plus Timesheet. Refer to System Regulation 07.12 for more information regarding state agency holiday.

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 24, 2023
SM 7	March 16 th -31 st	96 Hours	April 10, 2023
MN 4	March 1 st -31 st		April 3, 2023
SM 8	April 1 st -15 th	80 Hours	April 25, 2023
SM 9	April 16 th - 30 th	80 Hours	May 10, 2023
MN 5	April 1 st - 30 th		May 1, 2023

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