

PAYROLL & TAX SERVICES

May / June 2023 Newsletter
Volume 10, Issue III

Insurance Benefits | Payroll Withholding | Pay Stubs
buss WORTHY | Holiday Schedule | Payroll Calendar

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.

<https://www.irs.gov/pub/irs-pdf/fw4.pdf>

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

Pay Stubs

Take the time to review your pay stubs after each pay period. Pay stubs can be found in the Employee Dashboard in Raiderlink/Webraider. Select the All Pay Stubs link to view by calendar year. Next select the Pay Date to open and view.

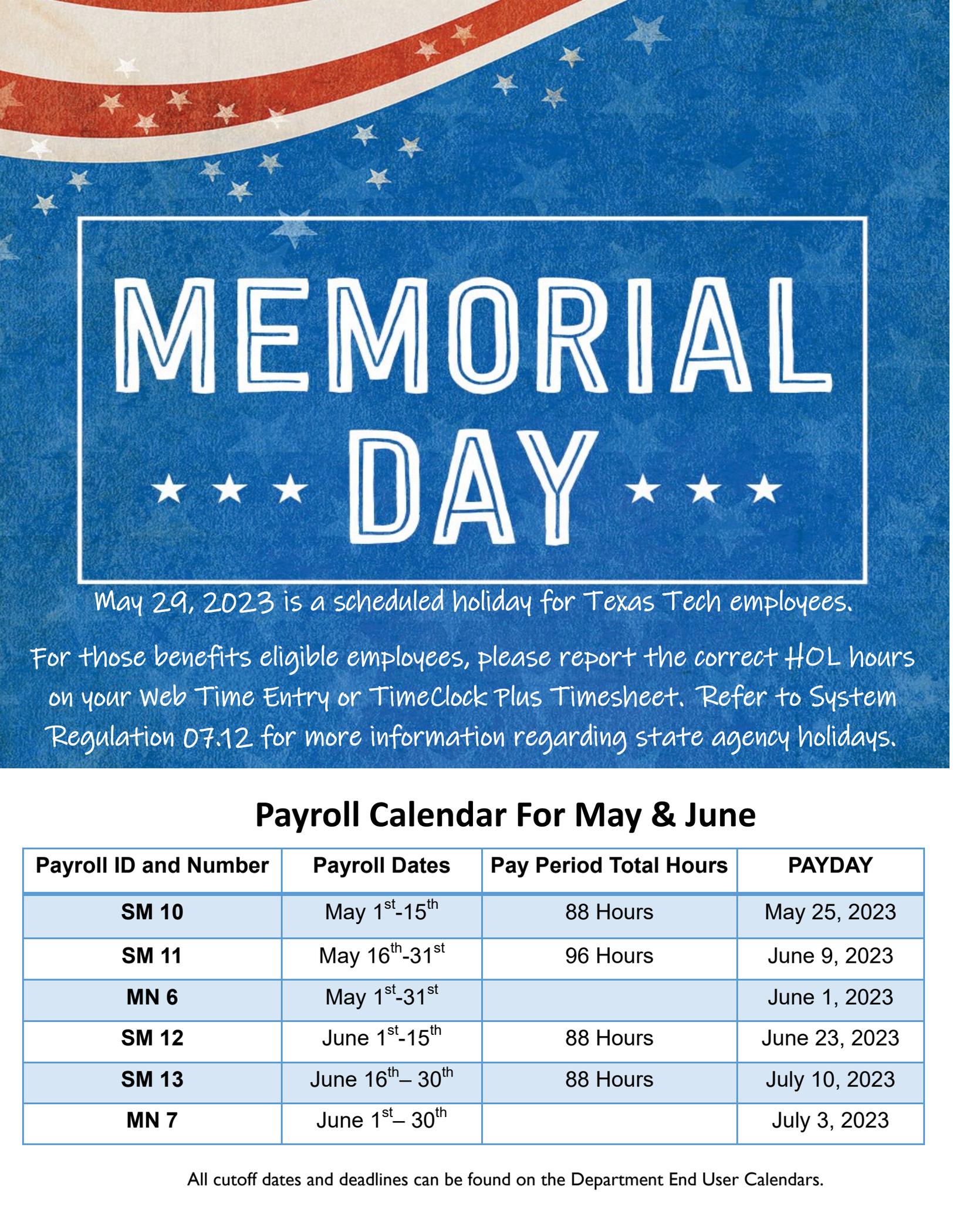
- Make sure your information is correct at the top. If your address is incorrect, go back to the Employee Dashboard and select My Profile to update.
- Earning Section: This will list the current pay period earnings and year to date totals.
- Benefit, Deductions and Taxes: This will list any elected benefits and taxes for the current pay period and year to date.
- Check or Direct Deposit: This will list how the payment was made. If it was produced as a paper check and you are a TTU employee, you will need to pick up your payroll payment in the payroll office located at Doak Hall, room 135 with a picture ID during normal business hours. If you are an HSC or El Paso employee, your paper check will be mailed to the address listed at the top. If the payment was paid via direct deposit, the bank name and amount will be listed.
- Filing Status: This section displays the information that you completed on the Form W-4. If you would like to make a change, please complete a new Form W-4 and submit to HR.
- Please keep in mind, once you terminate employment, you will no longer have access to view pay stubs.

Vacation Projection Reminder

Employees that may exceed the maximum vacation leave balance limit for the fiscal year will need to make sure that they use their vacation time by August 31st. All unused accumulated vacation hours in excess of the maximum will be credited to an employee's sick leave balance by September 16, 2023.

If you are one of these employees, you should have received an email in May. The email that was sent in May will have the number of vacation hours. As a courtesy, an email notification is also sent to the employee's supervisor so that they are aware.

on vacation



MEMORIAL DAY

May 29, 2023 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 System Regulation 07.12 for more information regarding state agency holidays.

Payroll Calendar For May & June

Payroll ID and Number	Payroll Dates	Pay Period Total Hours	PAYDAY
SM 10	May 1 st -15 th	88 Hours	May 25, 2023
SM 11	May 16 th -31 st	96 Hours	June 9, 2023
MN 6	May 1 st -31 st		June 1, 2023
SM 12	June 1 st -15 th	88 Hours	June 23, 2023
SM 13	June 16 th - 30 th	88 Hours	July 10, 2023
MN 7	June 1 st - 30 th		July 3, 2023

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