

PAYROLL & TAX SERVICES

November / December 2023 Newsletter
Volume 10, Issue VI

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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, 2024.
- Electronic Form W-2's are scheduled to be available by January 25, 2024 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 15, 2023. 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 19th to avoid a delay on their December 22nd 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 5, 2024.
- The deadline for Manual Check Requests for calendar year 2023 is December 8th. Requests received by 5 pm central time December 8th will be paid December 15th. Any requests received after the December 8th deadline thru December 31, 2023 at 5 pm central time will be paid on January 5, 2024.
- 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 8, 2023 to ensure the employee's 2023 Form W-2 is accurate.

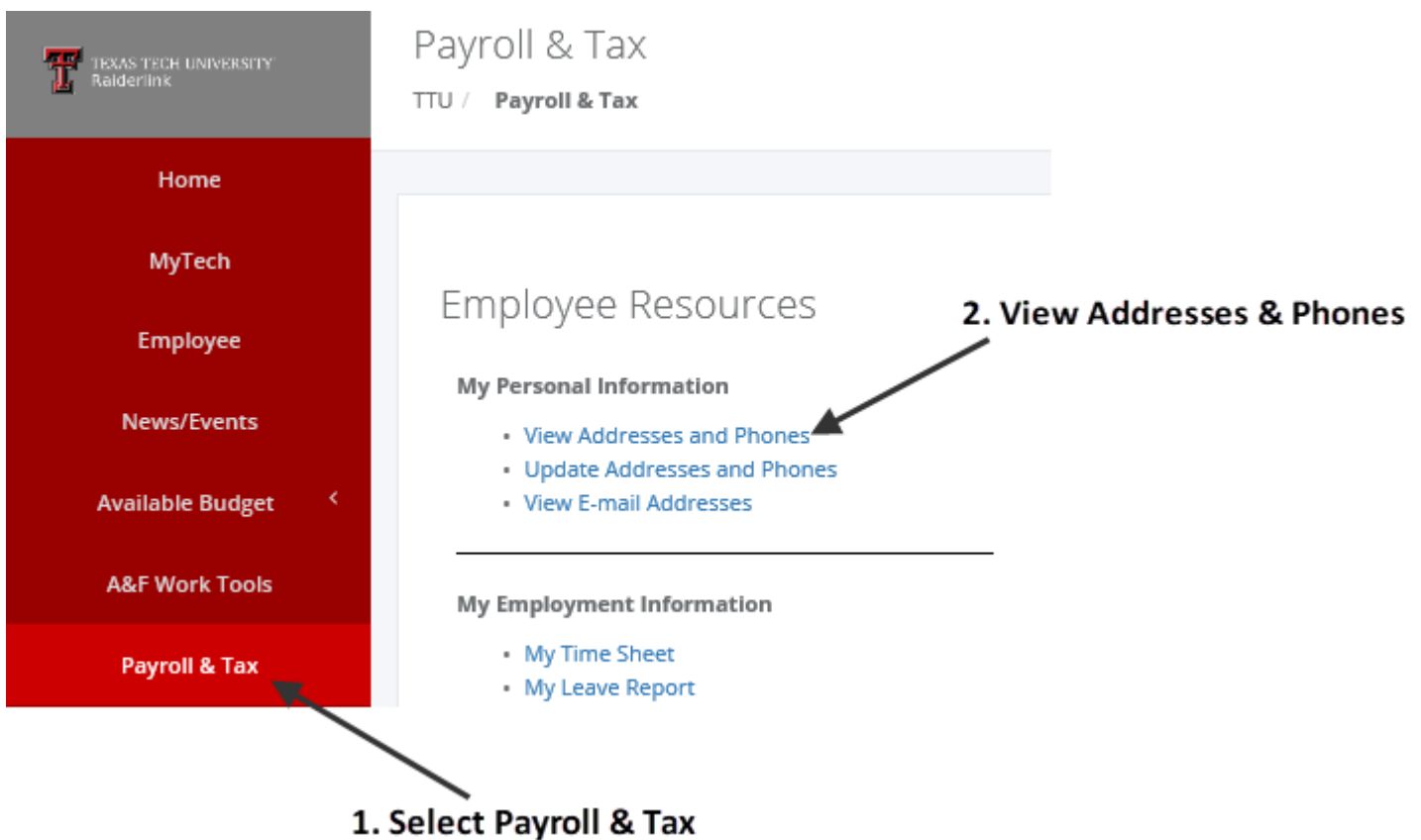
It is very important for both departments and employees to be proactive with the payroll deadlines to ensure employees are paid in a timely manner. This is especially true during the holiday season with short payroll deadlines. Departments and employees can refer to the Payroll & Tax Services General Deadlines link under the Payroll & Tax tab in Raiderlink/Webraider for additional information.

PERMANENT ADDRESS INFORMATION

As we get closer to the end of 2023, 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



The screenshot shows the Raiderlink interface for Payroll & Tax. On the left is a red navigation menu with options: Home, MyTech, Employee, News/Events, Available Budget, A&F Work Tools, and Payroll & Tax. The main content area is titled "Payroll & Tax" and "TTU / Payroll & Tax". Below this is the "Employee Resources" section, which includes "My Personal Information" and "My Employment Information". Under "My Personal Information", there are three links: "View Addresses and Phones", "Update Addresses and Phones", and "View E-mail Addresses". An arrow labeled "1. Select Payroll & Tax" points to the "Payroll & Tax" menu item. Another arrow labeled "2. View Addresses & Phones" points to the "View Addresses and Phones" link.

*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.



Pencil Icon

Current:

Current Option Icon

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.

Electronic Form W-2 Consent — There are 2 options available to receive a Form W-2. This first option is to view and print your desired Form W-2 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 electronically and then the Submit button. This is the most efficient and safest manner to receive your statement. Historically, electronic Form W-2s 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 January 9, 2024.

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 - To view and print a Form W-2, 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.

Form 1095-C Information

Beginning with calendar year 2021, all original Forms 1095-C (paper and electronic) are issued through Equifax instead of TTUS Employee Self Service. TTUS will still house and re-issue (if necessary) Form 1095-C from years 2020 and prior.

For calendar year 2023, Equifax will mail original Forms 1095-C via USPS on or before February 29, 2024. For employees interested in obtaining an electronic copy of their 2023 Form 1095-C, information will be emailed regarding electronic access after the forms have been mailed.

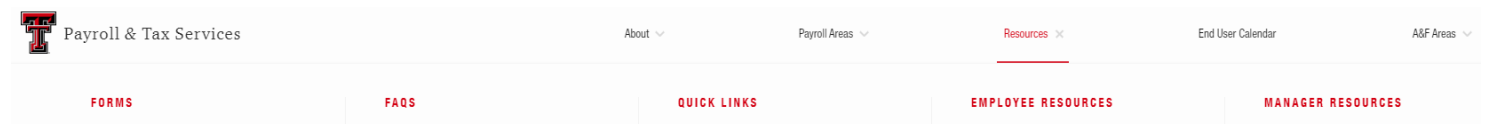
For employees who opted to receive their forms electronically in the Equifax portal during a prior tax year (tax year 2021 or 2022), you will receive an email notification when the 2023 Form 1095-C is available for download. Due to your election, you will only receive the form via download from the Equifax portal. Please remember to retrieve, save, and print your documents prior to December 31, 2024. After the close of calendar year 2024, Equifax will archive the 2023 tax form and will charge a fee for its retrieval.

If you need an electronic copy of your 2022 Form 1095-C, you will need to download the form from the Equifax portal, prior to December 31 of this year before the 2022 Form 1095-C is archived. However, should you ever need a prior year form you can contact webmaster.payroll@ttu.edu for additional assistance.

Please visit the Payroll & Tax Services website for [Frequently Asked Questions](#).

[Payroll & Tax Services Website](#)

The Payroll & Tax Services website offers many useful links and information for both employees and managers. Take the time to check out our Resources section.



There you will find forms, FAQs, quick links to calendars, worksheets, employee portal and external links to various payroll related websites.

Quick Links

Payroll Services

- [Department End User Calendars](#)
- [Enroll In Direct Deposit](#)
- [Operating Policies \(OP Manuals\)](#)
- [2022 Pay Frequency Worksheet](#)
- [2023 Pay Frequency Worksheet](#)
- [Payroll Deadlines and Pay Day Guide](#)
- [Payroll Newsletters](#)
- [Pay Schedule](#)
- [Frequently Asked Questions](#)
- [EOPS Guide](#)
- [Overtime Calculation Explanation](#)

Texas Tech

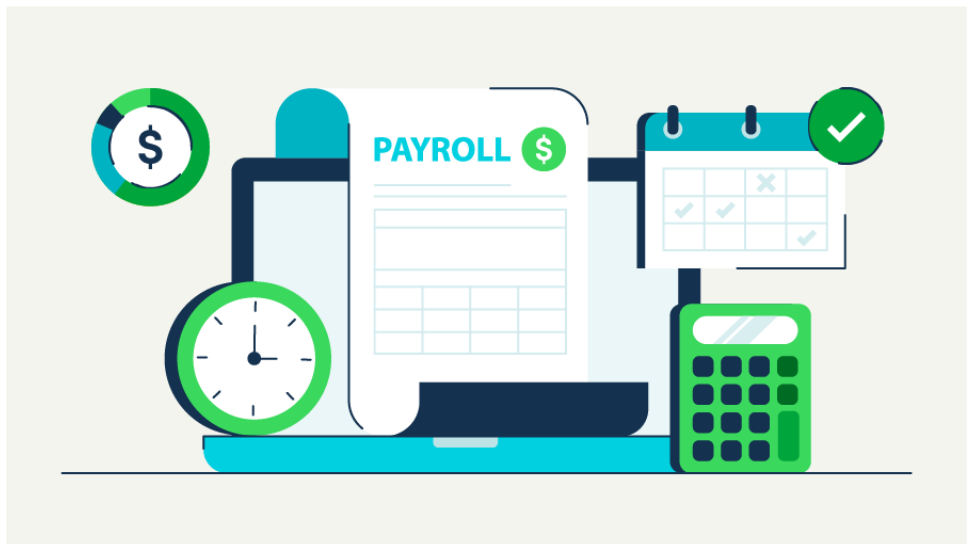
- [Raiderlink \(TTU/TTUS\)](#)
- [Webraider \(TTUHSC\)](#)
- [My Earnings Statement](#)
- [View Direct Deposit](#)
- [Web Time Entry \(WTE\)](#)

External Links

- [ERS: Employees Retirement System Of Texas](#)
- [TRS: Teacher Retirement System Of Texas](#)
- [Internal Revenue Service \(IRS\)](#)
- [IRS Tools](#)
- [IRS Withholding Calculator](#)
- [Fringe Projection Application](#)

Employee and Management Resources include approval queues, guides, and shortcuts to payroll related Cognos reports. If you have any questions about any thing on our website, please send an email to the payroll webmaster at

webmaster.payroll@ttu.edu





FREQUENTLY ASKED QUESTIONS

How can I enroll in a 403(b) account or update my contribution amounts?

403(b) plans are available to employees on an optional basis. To enroll in an account as well as make any elections or updates, please visit the Retirement Manager website.

<https://www.corebridgefinancial.com/rs/myretirementmanager?ttu>

For first time users, click on the Sign in option and select the First time user? Get started link to get started.



November 23rd-24th are the scheduled holidays for the Thanksgiving Holiday.

Winter Break holidays are as follows:

December 25th–January 1st for TTU & TTU Systems

December 25th-26th & January 1st for TTUHSC & TTU HSC El Paso

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 November & December

Payroll ID and Number	Payroll Dates	Pay Period Total Hours	PAYDAY
SM 22	November 1 st -15 th	88 Hours	November 22, 2023
SM 23	November 16 th -30 th	88 Hours	December 8, 2023
MN 12	Novmeber 1 st -30 th		December 1, 2023
SM 24	December 1 st -15 th	88 Hours	December 22, 2023
SM 1	December 16 th - 31 st	80 Hours	January 10, 2024
MN 1	December 1 st – 31 st		January 2, 2024

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