

PAYROLL & TAX *SERVICES*

January / February 2024 Newsletter
Volume 11, Issue I



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Frequently Asked Questions 2023 Form W-2

Where can I pick up my W-2?

All W-2 forms will be mailed to the permanent address of record in the system for those who did not elect to receive Form W-2 electronically.

When will Form W-2 be mailed?

Form W-2 will be mailed out by the post office by January 31, 2024.

What do I need to do to change my address in the system?

Address changes can be made via Employee Self Service in the system through December 15, 2023 for 2023 Form W-2.

If I don't receive a Form W-2, who should I contact?

You can log into Raiderlink (TTU and TTU SA employees)/Webraider (TTUHSC employees) and access your Form W-2. If you are unable to access Raiderlink or Webraider and you don't receive a 2023 Form W-2 by February 16, 2024 please complete an online request found [here](#). A copy of the duplicate Form W-2 will be provided to the employee upon request. All requests for duplicate W-2 forms must be made through the online platform or in person. Payroll & Tax Services will start processing duplicate Form W-2 requests on February 16, 2024. Please do not submit requests for a duplicate Form W-2 until February 16, 2024.

Contact Information

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

Can I receive my Form W-2 Electronically?

You can elect to retrieve your W-2 electronically. If you consent for electronic delivery, you will not receive a paper copy Form W-2. You can access and print your Form W-2 using Raiderlink/ Webraider. 2023 electronic W-2s will be available by January 29, 2024.

Please log into [Raiderlink \(TTU\)](#) or [Webraider \(TTUHSC\)](#) to access your W-2 Form.

How do I print my Form W-2 in Employee Self Service?

Log into Raiderlink (TTU) or Webraider (TTUHSC).

1. Select Payroll & Tax tab
2. Select W-2 Wage and Tax Statements within the Annual Tax Information section
3. Select Tax Year
4. Click Display
5. Select Printable W-2 (scroll down bottom left)
6. Go to file on the top and print to your local printer

If you have not consented to electronic delivery, you will have to consent after you select display in order to view the form electronically.

How do I consent for electronic delivery?

Log into Raiderlink (TTU) or Webraider (TTUHSC).

1. Select Payroll & Tax tab
2. Select Electronic Regulatory Consent from Annual Tax Information section
3. Check Consent to receive W-2 electronically
4. Click on Submit

You will notice a confirmation at the top of your screen verifying that Electronic W-2 Consent was submitted successfully. You will receive an email notification once the W-2s are available to be accessed for the year.

Are Form W-2s mailed to employees' home addresses? If I don't get one, who do I contact?

Employees Form W-2 will be mailed to the employee's permanent address in the system. Employers are required by the IRS to mail Form W-2 to employees by January 31st for the calendar year just ended. If you have not moved recently, your Form W-2 should come to you within a few days. If you have moved and have not completed a forwarding address form with the Postal Department, your Form W-2 may be delayed or may be returned to us. Log onto [Raiderlink \(TTU\)](#) or [Webraider \(TTUHSC\)](#) to verify your permanent address is correct.

If you have terminated employment, then complete an online request found [here](#). A duplicate copy of the W-2 form will be provided to the employee upon request after February 16, 2024.



TAX SEASON

Why doesn't my W-2 reflect my December Earnings paid in January?

The IRS requires employers to report wages on tax form W-2 in the year in which the wages were paid. Wages for the December are paid in January and are therefore reportable in the following calendar year.

I did not work for Texas Tech last year, so why did I receive a W-2?

Form W-2 reports wages paid during the year, not wages earned during the year. Texas Tech pays monthly salaries on the first working day of the following month. If your last day worked was in December of one year and you were paid in January of the following year, those wages would be reported on the W-2 for the second year.

I started working at Texas Tech in December but did not receive a W-2. Why not?

Wages for December are normally paid in January of the following year. If you started working in December, you probably did not receive a payment until January, and those wages will be reported on next year's W-2. The W-2 reports wages paid during the year, not wages earned during the year.

Why is the amount in box 1 not the same as the calendar year to date gross pay amount?

The amount reflected in Box 1 represents taxable wages for a given calendar year. The amount reflects gross wages less pre-tax deductions such as medical, dental, life insurance premiums, pre-tax parking, retirement contributions, tax sheltered annuity contributions, Texflex, etc.

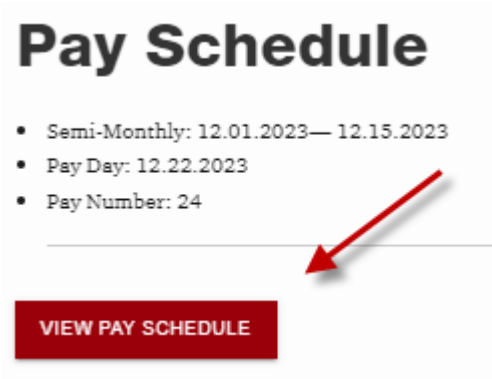
Why is the amount in box 1 not the same as my applicable gross year to date amount for Federal Income tax on my last check?

The amount listed in your year to date applicable gross for Federal Income Tax does not include the taxable portion of your group-term life insurance over \$50,000 which must be included in your taxable earnings reported in box 1 on the W-2. The difference between the amount listed on your final earning statement for Federal Income Tax and the amount reported in box 1 of the W-2 should be the amount listed in box 12C of the W-2 for the taxable portion of the group-term life insurance over \$50,000.

Overpayments

At the end of the calendar year, many student workers graduate and move on to the next phase of their careers. Please make sure to submit a termination ePAF to prevent overpayments. If not terminated in Banner, semi-monthly employees will still have access to their timesheets and monthly employees will continue to receive their monthly salary until the termination ePAF is applied. To view ePAF deadlines, please use the payroll calendar located on the Payroll & Tax website under VIEW PAY SCHEDULE.

<https://www.depts.ttu.edu/payroll/>

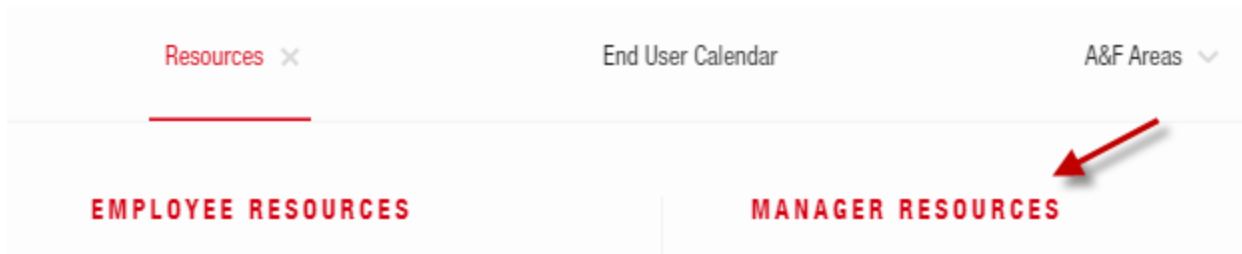


Pay Schedule

- Semi-Monthly: 12.01.2023— 12.15.2023
- Pay Day: 12.22.2023
- Pay Number: 24

VIEW PAY SCHEDULE

Another useful resource is located under the Manager Resources section.



Resources × End User Calendar A&F Areas ▾

EMPLOYEE RESOURCES **MANAGER RESOURCES**

This section provides shortcuts to many cognos reports that should be viewed after each on-cycle payroll. Making it a habit to run these reports will also prevent overpayments from occurring.

Cognos Reports for On-Cycle Payrolls

- [HR005 – Departmental Payroll Register](#) 
- [HR073 – Overtime Report](#) 
- [HR203 – Overtime Report for Correctional Areas](#) 
- [HR047 – Payroll Expenditures and Encumbrance Report](#) 
- [HR027 – Hours Paid By Earn Type](#) 
- [HR121 – Current and Future Appointment Report](#) 
- [RPT_PAYDIST_001 – Payroll History](#) 

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.

Teacher Retirement System of Texas (TRS)

HOURS WORKED

Due to TRS reporting guidelines that went into effect 9/1/17, TRS now monitors the total number of hours an employee is paid for in the month. As a reminder, employees **MUST** work and/or submit leave time equivalent to their FTE.

For example:

0.25%FTE-should be reporting 10 hours per week

0.50% FTE-should be reporting 20 hours per week

If you have questions regarding FTE, please contact your local HR office.

For questions please send an email to webmaster.payroll@ttu.edu.



WORKING RETIREES

If you are thinking about retirement and considering possible employment with an employer covered by TRS after you retire, the [Employment After Retirement](https://www.trs.texas.gov/TRS%20Documents/employment_after_retirement.pdf) guide located on the TRS website will help you make the decision that is right for you and avoid any unexpected loss of annuity payments.

https://www.trs.texas.gov/TRS%20Documents/employment_after_retirement.pdf

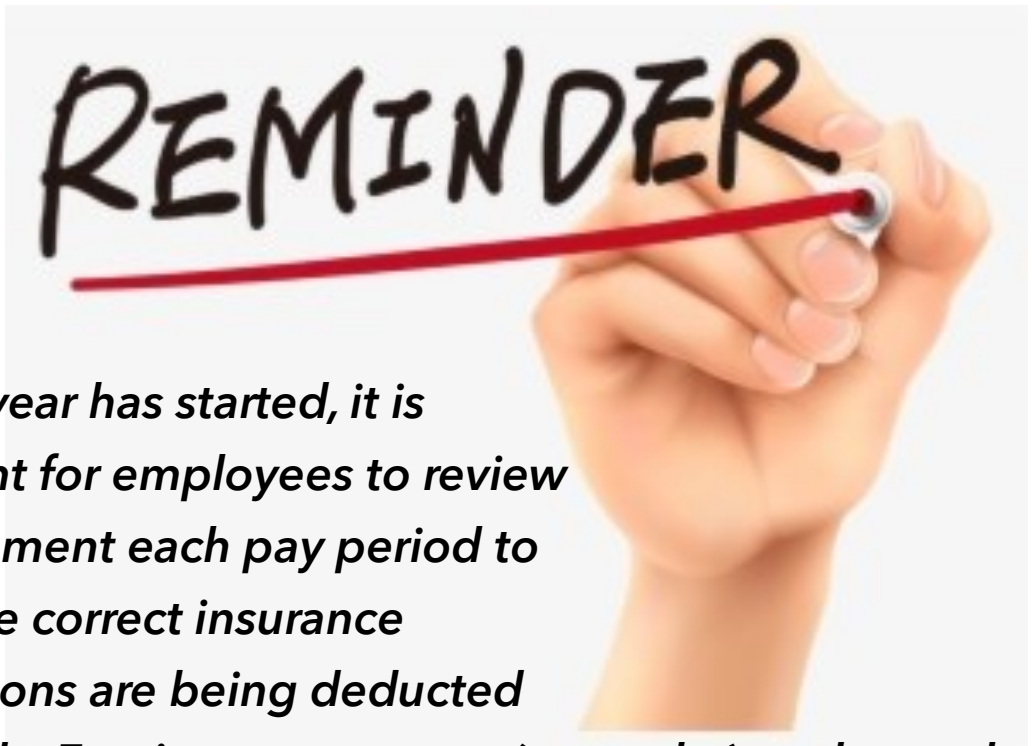
Work hours allowed when limited to working one-half time or less are posted on the Retirement tab of the Payroll website.

<http://www.depts.ttu.edu/payroll/payroll-areas/benefits-and-deductions/>

For questions, please send an email to webmaster.payroll@ttu.edu.

WORKING RETIREE SURCHARGES – ATTN: DEPARTMENTS

If you hire a TRS retiree who retired after September 1, 2005, and they work more than one-half time (50% fte) in a calendar month, the department is required to pay a surcharge of 16.5% of the total salary paid in that month. If the retiree is enrolled in TRS Care health coverage, you may also be responsible for the employer portion of the premium.



Now that the new year has started, 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. Earnings statements (paystubs) are located under the Employee Dashboard link in the Employee section of Raiderlink and Webraider.

January 1st and 15th are the scheduled holidays for New Year's Day and Martin Luther King Jr Day.



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 January & February

Payroll ID and Number	Payroll Dates	Pay Period Total Hours	PAYDAY
SM2	January 1 st -15 th	88 Hours	January 25, 2024
SM3	January 16 th -31 st	96 Hours	February 9, 2024
MN2	January 1 st -31 st		February 1, 2024
SM4	February 1 st -15 th	88 Hours	February 23, 2024
SM5	February 16 th - 29 th	80 Hours	March 8, 2024
MN3	February 1 st - 29 th		March 1, 2024

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