

PAYROLL & TAX SERVICES

November / December 2023 Newsletter
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Contact Information

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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 copies of the 2024 Form W-2 will be mailed via USPS no later than January 31st, 2025.
- Electronic copies of the 2024 Form W-2 will be available for download from the employee tab in Raiderlink/ WebRaider on or before January 31st, 2025. **Note: if you consent to electronic delivery, you will not receive a paper Form W-2.**
- Please review and update your mailing address in Raiderlink/Webraider. An updated address is important for the Form W-2 process as well as other mailings from Payroll & Tax Services. Please make any changes to your address no later than January 12th, 2025.
- Departments, please have all your non-exempt employees submit their timesheets for the December 1st—15th pay period on time and approved by December 17th to avoid a delay on their December 23rd 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 3, 2025.
- The deadline for Manual Check Requests for calendar year 2024 is December 6th. Requests received by 5 pm central time December 6th will be paid December 13th. Any requests received after the December 6th deadline through December 31, 2024 at 5 pm central time will be paid on January 3, 2025.
- 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 6, 2024 to ensure the employee's 2024 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 2024, 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. Permanent address can be reviewed and updated, if needed, either in the Employee or Payroll & Tax section of Raiderlink/Webraider.

Raiderlink: <https://portal.texas-tech.edu/web/ttu/employee>

Webraider: <https://www.ttuhs.edu/human-resources/employee.aspx>

Payroll & Tax Website: <https://www.depts.ttu.edu/payroll/resources/index.php>

In the Employee section:

- Select Employee Dashboard
- Select My Profile under your name at the top
- In the Addresses section, your Permanent address will display. If the address needs to be updated, click on the pencil icon on the right side of the section.
- This will bring up Personal Information. From here, click on the pencil icon in the Address section under the Permanent subsection. Enter in your updated information, then click on UPDATE to make effective.

In the Payroll & Tax section:

- In the My Personal Information section at the top, select View Addresses and Phones.
- In the Addresses section, your Permanent address will display. If the address needs to be updated, click on the pencil icon on the right side of the section.
- This will bring up Personal Information. From here, click on the pencil icon in the Address section under the Permanent subsection. Enter in your updated information, then click on UPDATE to make effective.

Personal Information

Addresses

Permanent
802 W 8th St
PO Box 736
Lubbock, Texas 79402



Address

[+ Add New](#)

Student Local

Current

802 W 8th St
PO Box 736
Lubbock, Texas 79402



Mailing

Current

802 W 8th St
PO Box 736
Lubbock, Texas 79402



Permanent

Current

802 W 8th St
PO Box 736
Lubbock, Texas 79402



Texas Tech Work

Current

802 W 8th St
PO Box 736
Lubbock, Texas 79402

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 12, 2025.

The second option is for your statements to be mailed. Please verify that your permanent address is correct. This can be done either in the Employee or Payroll & Tax section in Raiderlink/Webraider. In the address section, select the pencil icon to bring up your Personal Information. Then again under the Permanent address subsection select the pencil icon to update.

Form W-2 Wage and Tax Statement

To view and print a Form W-2, click on the W-2 Wage and Tax 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 option located in the lower left hand corner. Click 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 2024, Equifax will mail original Forms 1095-C via USPS on or before February 28, 2025.

If a prior year Form 1095-C is needed, please visit the [Payroll & Tax Services Forms Webpage](#) and click on **Tax Form Reprint Request (Form W-2 & Form 1095)**.

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





Are you a RA, TA or GPTI and noticed some additional pay on your October payroll payment. That payment is a Student Health Payment or SHP as seen on your earnings statement.

By prioritizing the health and support of our graduate students, we foster an environment where innovation and academic excellence can thrive. Our commitment to these values is unwavering, and we will continue to work diligently to ensure our graduate students have the resources and support they need to succeed. Please see the [memorandum](#) with details regarding the RA/TA/GPTI Student Health Payment.



The scheduled holidays are as follows:

November 28th-29th for the Thanksgiving holiday

Winter Break holidays:

December 24th—January 1st for TTU & TTU Systems

*December 24th-25th, 31st & January 1st
for TTUHSC & TTUHSC El Paso*

For those benefits eligible employees, please report the correct HOI 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 25, 2024
SM 23	November 16 th -30 th	80 Hours	December 10, 2024
MN 12	Novmeber 1 st -30 th		December 2, 2024
SM 24	December 1 st -15 th	80 Hours	December 23, 2024
SM 1	December 16 th - 31 st	96 Hours	January 10, 2025
MN 1	December 1 st – 31 st		January 2, 2025

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