

# **PAYROLL & TAX**

## *SERVICES*

March / April 2025 Newsletter  
Volume 12, Issue II



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### Form W-2 Reprint Requests

For those employees who did not electronically consent or are no longer employed with TTU, Form W-2s 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. Former employees may need to create a Dynamic Forms account. 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

## 2025 Form W-4 Information

If you need to update your Form W-4 for 2025, please complete as soon as possible and submit to HR. The forms are located in Raiderlink/Webraider 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 1st, May 1st and June 2nd 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](mailto:webmaster.payroll@ttu.edu).



## 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.





## Overtime

For those of you who are eligible to accrue overtime, you may have questions about how the earnings are displayed on your earnings statement (pay stub). On your earnings statement, the total time of regular hours during the pay period is paid under the Hours Worked line. These regular hours worked are paid based on your hourly rate for that pay period. This is considered the “time” portion of your payment. If an employee physically worked over 40 hours in a full FLSA work week, then the employee is entitled to overtime. Our FLSA work week is from Sunday to Saturday. If you are entitled to overtime, then the overtime piece is paid under the Overtime Hourly line, the “half-time” portion of the payment. Keep in mind if the pay period ends in the middle of the work week, any hours that were physically worked over 40 hours for that full FLSA work week would be paid on the following pay period.

The overtime rate that is listed on your earnings statement is a blended overtime rate. If you divide the rate listed on your earnings statement in half and multiply by the overtime hours worked, you will see the overtime amount that was paid.

TTU takes longevity pay and shift differentials (for correctional staff only) into account when calculating the overtime rate. Please reference the overtime FAQs on our website for additional information on how overtime is calculated.

<https://www.depts.ttu.edu/payroll/resources/faqs/#processing>



# Payroll Calendar For March & April

MONTH	PAY ID	PAY NUMBER	PAY PERIOD	PAY PERIOD TOTAL HOURS	PAYDAY	PROCESSING DATES
March, 2025	SEMI-MONTHLY	06	03/01 - 03/15	80	03/25/25	03/18 - 03/20
	SEMI-MONTHLY	07	03/16 - 03/31	88	04/10/25	04/02 - 04/04
	MONTHLY	04	03/01 - 03/31		04/01/25	03/25 - 03/26
April, 2025	SEMI-MONTHLY	08	04/01 - 04/15	88	04/25/25	04/17 - 04/21
	SEMI-MONTHLY	09	04/16 - 04/30	88	05/09/25	05/02 - 05/06
	MONTHLY	05	04/01 - 04/30		05/01/25	04/24 - 04/25

## Holiday Schedule

The institution will be closed on March 21st for TTU and TTUHSC employees for Spring Break.

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.

