

PAYROLL & TAX SERVICES

November/December 2025 Newsletter
Volume 12, 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:

- Pay day for the December monthly payroll is January 5, 2026.
- Paper copies of the 2025 Form W-2 will be mailed via USPS no later than January 31st, 2026.
- Electronic copies of the 2025 Form W-2 will be available for download from the employee tab in Raiderlink/ WebRaider on or before January 31st, 2026. 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 11th, 2026.
- Departments, please have all your non-exempt employees submit their timesheets for the December 1st—15th pay period on time and have them 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 9, 2026.
- The deadline for Manual Check Requests for calendar year 2025 is December 5th. Requests received by 5 pm central time December 5th will be paid December 12th. Any requests received after the December 5th deadline through December 31, 2025 at 5 pm central will be paid on January 9, 2026.

- 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 5, 2025 to ensure the employee's 2025 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 2025, 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. The permanent address can be reviewed and updated in the Employee or Payroll & Tax section of Raiderlink/Webraider.

Raiderlink/Webraider: <http://portal.texastech.edu/>

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

From 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.

From the Payroll & Tax section:

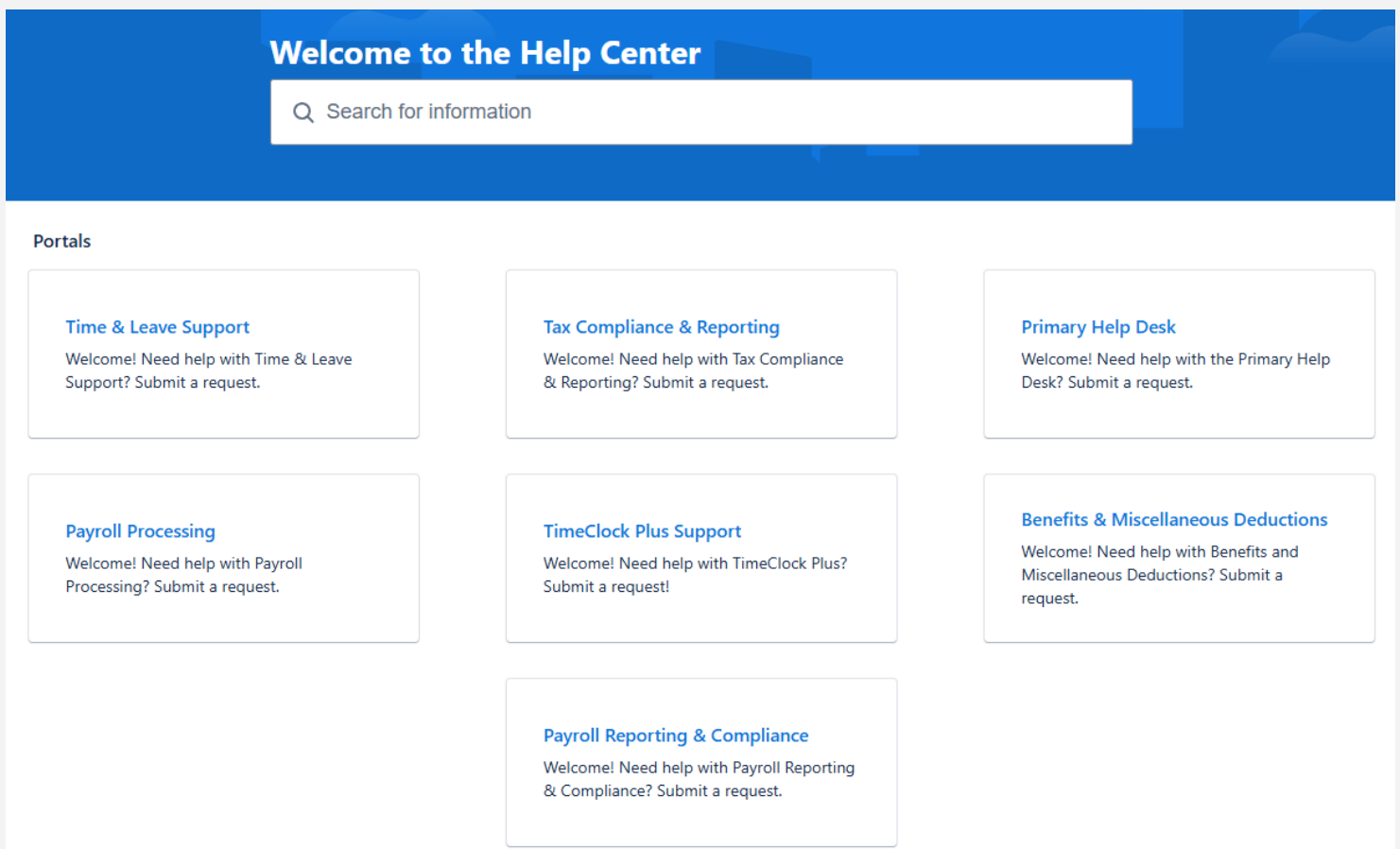
- In the My Personal Information section at the top, select View Addresses and Phones.
- In the Addresses section, your Permanent address will display. If the address needs to be updated, click on the pencil icon on the right side of the section.
- This will bring up Personal Information. From here, 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.

Customer Support Portal

To better serve the Texas Tech community, Payroll & Tax Services has introduced the Jira Service Management platform to manage all help requests that come into Payroll & Tax Services.

Jira Service Management is a web-based tool that allows users to submit help requests via an interactive, self-service portal. Once a user submits a request in Jira Service Management, the user may track the status of their help request, review past help requests, and communicate with Payroll & Tax Services; all via the self-service portal. Payroll & Tax Services employees will respond to help requests via the Jira Service Management tool.

The Jira Service Management self-service portal is intuitive. However, for assistance with how to register for the self-service portal for help requests, please review our [registration guide](#). The self-service portal can be accessed [here](#). A link to the self-service portal is also available within Raiderlink/WebRaider in the Payroll & Tax section.



Utilizing the Jira Service Management self-service portal is recommended for all users who need assistance from Payroll & Tax Services. However, requests for help will still be accepted via email to the respective Payroll & Tax area. Please note that responses to email requests may take longer than requests that are submitted via the self-service portal. In addition, emails sent will generate a basic help request within the Jira Service Management platform.

For questions or for more information, please email webmaster.payroll@ttu.edu.

Payroll & Tax Services Website

Many of your questions can be answered by visiting our website. Our home page provides a link to forms, FAQs, a current pay schedule and announcements.

[About](#) [Payroll Areas](#) [Resources](#) [Calendars](#)



welcome to

PAYROLL & TAX SERVICES

providing and continually improving services in support of the Texas Tech mission



FORMS



FAQS

Announcements

End of Year Payroll Deadlines

The deadline for Manual Check Requests for calendar year 2025 is December 5th. Requests received by 5 pm Central time December 5th will be paid December 12th. Any requests received after the December 5th deadline through December 31, 2025, at 5 pm central time will be paid on January 9, 2026.

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, 2025, to

Pay Schedule

- Semi-Monthly: 10.16.2025— 10.31.2025
- Pay Day: 11.10.2025
- Pay Number: 21

- Semi-Monthly: 11.01.2025— 11.15.2025
- Pay Day: 11.25.2025
- Pay Number: 22

- Monthly: 11.01.2025—11.30.2025
- Pay Day: 12.01.2025
- Pay Number: 12

[VIEW PAY SCHEDULE](#)

The first menu options at the top, ABOUT, provides links to the payroll staff directory along with a link to our bi-monthly newsletter. Our newsletter is a great tool that provides current information about deadlines, new processes, forms, benefit changes, etc.

Under the Contact Us section, our new location is displayed along with a link to our [self-service portal](#). The self-service (customer support) portal provides a quick response to any question or request you may have. Simply select the area and a list of commonly asked subjects will be listed to help us help you efficiently.

The second menu option, PAYROLL AREAS, will list the areas that comprise Payroll & Tax Services. Each area section include relevant information, guides, links and forms. These areas are as follows:

- [Benefits & Deductions](#) | The Benefits and Deductions section oversees the reporting and processing of all deductions from employee compensation, ensuring timely and accurate payment of healthcare, retirement, and insurance contributions. This section also manages the administration and withholding of garnishments.
- [Payroll Processing](#) | The Payroll Processing section manages both on-cycle and off-cycle payrolls. On-cycle payrolls cover employees' regularly scheduled paychecks, while off-cycle payrolls include items such as manual check requests, lump-sum vacation payouts and reissues. Additionally, this section manages employee overpayments reported by departments or employees, following the guidelines set forth in [OP 69.10 – Payroll Overpayment Policy](#).
- [Reporting & Compliance](#) | The Payroll Reporting and Compliance section is responsible for managing federal and state income tax withholding and reporting, as well as preparing annual wage and tax statements (Form W-2) and 1095-C forms. This section also coordinates payroll reporting to the Texas Comptroller for salary payments through HRIS and for salary and benefit payments made from state funds through USAS.
- [Tax Compliance](#) | Ensures that employers comply with all federal and state regulations related to the calculation, withholding, reporting, and timely remittance of employment taxes. This area also provides guidance on tax obligations for nonresident aliens and foreign nationals.
- [Time & Leave](#) | The Time and Leave Reporting section manages [employee leave](#), including tracking, manual adjustments, and updating balances for FMLA or sick leave pools. This area also supports [TeamApp](#) to assist with updating approval queues.
- [TimeClock Plus](#) | TimeClock Plus is a timekeeping system used by Texas Tech University to record and manage employee work hours. Departments interested in implementing TimeClock Plus should contact support.payrollservices@ttu.edu for more information.

Keep in mind Payroll & Tax Services is a shared service that provide assistance to each chart of accounts within the Texas Tech System. For questions, please email webmaster.payroll@ttu.edu.

The third menu option, RESOURCES, has link to the following:

FORMS

Banner Forms

- [Manual Leave Adjustment Application](#)
- [Lump Sum Vacation Certification Form](#)
- [Web Time Entry/Web Leave Report Approver Update Form](#)
- [Web Time Entry/Web Leave Report Proxy Update Form](#)
- [Manual Check Request Form](#)

Tax Forms

- [Independent Contractor Questionnaire](#)
- [IRS Forms](#)
- [W-4 Form](#)
- [Gift Card Questionnaire](#)
- [Tax Form Reprint Request](#)

Other Forms

- [Faculty 12 Month Salary Spread Request Application](#)
- [Sick Leave Donation](#)

Dynamic Form Portal

- [Current Employees](#)
- [External User/Formers Employees](#)

FAQs | Frequently Asked Questions and Answers

Quick Links

- Payroll Services links to calendars, guides and newsletters.
- Texas Tech links to Raiderlink, Webraider, Earnings Statements, Direct Deposit Application and Web-Time Entry.

Employee Resources

- [Employee Dashboard Video Guide](#)
- [Web Time Entry and Web Leave Reporting Guide](#)
- [Payroll Direct Deposit Guide](#)
- [Earnings Statement Guide](#)
- [Off-Cycle Payments Guide](#)
- [Calendar and Deadlines Guide](#)
- [EOPS Guide](#)

Manager Resources

- [Approving Web Time Entry and Web Leave Reporting Guide](#)
- [EOPS Guide](#)
- [System Regulation 07.12 Employee Leave Policy](#)
- TEAM App Instructional Guides
- Cognos Report links for Web Time Entry and Web Leave reports
- Cognos Report links for EOPS
- Cognos Report links for On-Cycle Payrolls
- Cognos Report links for Manual Check Request payments

The fourth menu option, [CALENDARS](#), provides links to various calendars.

- Department End User Calendar | This is a current year monthly view with deadlines, holidays and pay dates.
- Payroll Processing Calendar | This is a current year monthly view with deadlines, holidays, processing dates and pay dates. Use the provided legend when viewing the calendar.
- Pay Schedule and Pay Frequency Worksheet | This is a year view of payrolls, deadlines and pay dates and a non-exempt employee pay frequency worksheet.

Video Guides and PowerPoint Trainings

A [video guide](#) is available to gain a better understanding of the Employee Dashboard. The video walks you through the various options that are available 24 hours a day, 7 days a week to each employee. Available from the Employee Dashboard are:

- Earnings Statements
- Full Leave Balances
- Personal Information such as address, phone number and emergency contact
- Payroll Direct Deposit
- Job Information
- Taxes with access to W-2 Wage and Tax Statements



Also available are easy to follow PowerPoint guides on the following subjects:

- [Payroll Direct Deposit](#) | Learn how to sign up for direct deposit, navigate the application, and make changes when needed. Find out when the application is open and when it's temporarily unavailable.
- [Earnings Statements](#) | Provides guidance on accessing earnings statements (pay stubs) and explains the details included on each statement.
- [Off-Cycle Payments](#) | Outlines the types of off-cycle payments processed weekly, with disbursements occurring on Fridays. One commonly used form is the manual check request, which is now a dynamic electronic form that routes through the approval process for faster and more efficient submissions. This guide also includes instructions for running a Cognos report to verify salaries and track contributions.
- [Calendars and Deadlines](#) | Provides information on the different calendars available on our website, each listing payroll dates and deadlines. These calendars help ensure employees receive their pay on time.

Form 1095-C

Employer-Provided Health Insurance Offer & Coverage Information

Employers are no longer required to automatically distribute Forms 1095-C.

Employees may request a copy of their 2025 Form 1095-C on or after February 16, 2026 by visiting the [Payroll & Tax Services Forms Webpage](#) and selecting **Tax Form Reprint Request (Form W-2 & Form 1095)**. In the request portal, employees may choose to receive an electronic copy or a paper copy delivered via USPS. Payroll & Tax Services will provide the information requested within 30 days

Forms 1095-B and 1095-C are NOT required for filing, and DO NOT need to be attached to your tax return.

Per the IRS, *"It is not necessary to wait for Forms 1095-B or 1095-C in order to file. Some taxpayers may not receive a Form 1095-B or Form 1095-C by the time they are ready to file their tax return. While the information on these forms may assist in preparing a return, they are not required. Individual taxpayers should not wait for these forms and file their returns as they normally would. Taxpayers can prepare and file their returns using other information about their health insurance. You should not attach any of these forms to your tax return. You do not have to wait for either Form 1095-B or 1095-C from your coverage provider or employer to file your individual income tax return. You can use other forms of documentation, in lieu of the Form 1095 information returns to prepare your tax return. You will not need to send the IRS proof of your health coverage. However, you should keep any documentation with your other tax records. This includes records of your family's employer-provided coverage, premiums paid, and type of coverage."*

<https://www.irs.gov/affordable-care-act/questions-and-answers-about-health-care-information-forms-for-individuals>

For more information see the [1095-C FAQs](#) on our website.

To submit a question, please visit the [Payroll Self-Service Portal](#).

Form 1095-C
Department of the Treasury
Internal Revenue Service
Employer-Provided Health Insurance Offer and Coverage
Part I Employee
1 Name of employee
3 Street address (including apartment no.)
4 City or town
5 State or province
Part II Employee Offer and Coverage
14 Offer of Coverage (enter required code)
All 12 Months Jan Feb

Payroll Calendar For November & December

MONTH	PAY ID	PAY NUMBER	PAY PERIOD	PAY PERIOD TOTAL HOURS	PAYDAY	PROCESSING DATES
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November, 2025	SEMI-MONTHLY	22	11/01 - 11/15	80	11/25/25	11/18 - 11/20
	SEMI-MONTHLY	23	11/16 - 11/30	80	12/10/25	12/02 - 12/04
	MONTHLY	12	11/01 - 11/30		12/01/25	11/21 - 11/24

December, 2025	SEMI-MONTHLY	24	12/01 - 12/15	88	12/23/25	12/17 - 12/19
	SEMI-MONTHLY	01	12/16 - 12/31	96	01/09/26	01/05 - 01/07
	MONTHLY	01	12/01 - 12/31		01/05/26	12/22 - 12/23



*The scheduled holidays
are as follows:*

November 27th-28th for the Thanksgiving

Winter Break holidays:

*December 24th—January 2nd for TTU &
TTU Systems*

*December 24th-26th, (31st for El Paso only),
January 1st-2nd for
TTUHSC & TTUHSC El Paso*

*For those benefits eligible employees,
please report the correct HQL hours on
your Web Time Entry or TimeClock Plus
Timesheet. Refer to [System Regulation
07.12](#) for more information regarding
state agency holiday.*