

# PAYROLL & TAX SERVICES

EARNINGS STATEMENTS



FROM HERE, IT'S POSSIBLE.™

# EARNINGS STATEMENTS

## EMPLOYEE DASHBOARD

An earnings statement, also known as a pay stub, is a document that details an employee's earnings, deductions, and net pay for a specific pay period. It's essentially a breakdown of an employee's paycheck.

Here is what you will typically find on an earnings statement:

- Gross Pay: The total amount earned before any deductions.
- Net Pay: The amount received after all deductions and withholdings (taxes, insurance, etc.).
- Hours Worked: The number of hours worked during the pay period.
- Pay Rate: The hourly or salary rate.
- Taxes: Federal, state, and local income tax withholdings.
- Deductions: Amounts withheld for things like insurance, retirement plans, health expenses, etc.
- Year-to-Date Totals: Accumulated earnings and deductions for the year.
- Pay Period Dates: The start and end dates of the pay period.
- Pay Date: The date the paycheck is issued.
- Other Information: This can include the employee's R#, tax status, and payout details (check or direct deposit).



TEXAS TECH UNIVERSITY  
Raiderlink

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### My Texas Tech Information

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*Click "Enter Time" under My Activities on the Dashboard*
- [My Leave Reports \(Exempt Employees Only\)](#)  
*Click "Enter Leave Report" under My Activities on the Dashboard*
- [My Leave Balances](#)
- [Employee Dashboard \(Personal, Employment, Pay Information, Earnings Statements\)](#)
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### Important Texas Tech Links

- [DMFR](#)
- [Athletics](#)
- [Emburse Enterprise \(Formerly Chrome River\)](#)
- [Employee Assistance Program](#)
- [Employee's Retirement System](#)
- [eRaider Account Manager](#)
- [Facilities Allocation Council \(FAC\)](#)
- [Faculty and Staff](#)
- [Faculty/Staff Dining Plans](#)
- [Faculty Senate](#)
- [Dining Plans & Rates](#)
- [Human Resources](#)

# EMPLOYEE DASHBOARD

## SELF-SERVICE FEATURE

Employees have access to their earnings statements after each payment received from Payroll & Tax Services at least one day prior to that payment date. Earnings statements can be viewed and printed online 24/7 via Raiderlink/Webraider. Simply click on Employee Dashboard link in the Employee portal to open the window below. You can view your latest statement or all earnings statements.

[Employee Dashboard](#)

### Employee Dashboard

**Ima Raider**  
[My Profile](#)

**Leave Balances as of 05/13/2025**

Vacation in hours	145.62	Sick Leave in hours	82
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**Pay Information** ▼

[Latest Earnings Statement: 05/09/2025](#)

[All Earnings Statements](#)

[Direct Deposit Information](#)

[Deductions History](#)

**Earnings** ▲

**Taxes** ▲

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# ALL EARNINGS STATEMENTS

## GENERATES BY PAY YEAR

After clicking on the All Earnings Statement link in the Employee Dashboard, the Earnings Statement Information screen will open.

Begin by selecting the calendar year using the drop-down box. The application will automatically open the most recent calendar year.

Statements can only be opened and viewed one at a time.

Click on the desired pay date in RED to open the statement.

[Employee Dashboard](#) • [Earnings Statement Information](#)

Earnings Statement Information

Pay Year: 2025 ▾

←

Select a Pay Date from the list below to see its full details.

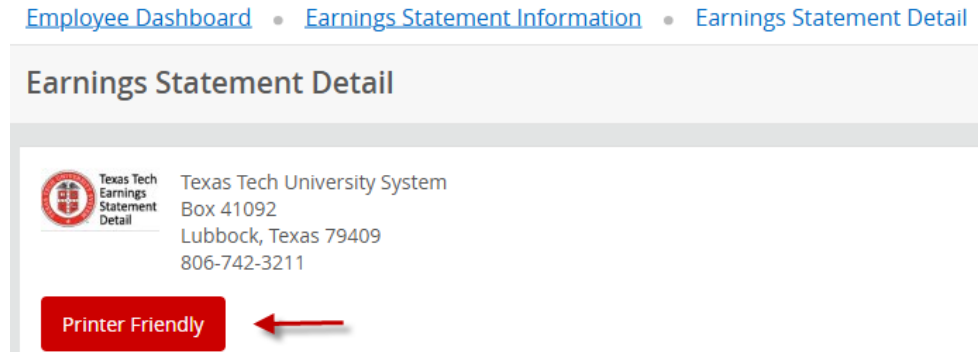
Pay Date: 05/09/2025	Pay Period: 04/16/2025 to 04/30/2025
Pay Date: 04/25/2025	Pay Period: 04/01/2025 to 04/15/2025
Pay Date: 04/10/2025	Pay Period: 03/16/2025 to 03/31/2025
Pay Date: 03/25/2025	Pay Period: 03/01/2025 to 03/15/2025

# EARNINGS STATEMENT DETAIL

## PRINTER FRIENDLY

In the following screen, the statement associated with the selected pay date opens. At the top of the statement is a Printer Friendly option that will allow you to save as a PDF or print your pay stub.

Statements are only available to ACTIVE employees. When your employment ends, you will no longer have access to the Employee Portal.



There are four sections to an Earning Statement:

- Earnings – Displays current earnings and year to date earnings.
- Benefits, Deductions and Taxes – Displays amounts that were reduced from the gross earnings for the current pay period and year to date earnings.
- Check or Direct Deposit – Displays how the payment was made.
  - If the payment lists a bank name, then it was paid as direct deposit. Direct Deposit payments can be split between a maximum of three accounts. For employees who have multiple direct deposit accounts, the bank name and dollar amount will be listed.
  - If check is listed and you are a TTU employee, you will need to pick up your payment in the payroll office located at 3316 9th Street with a picture ID. If you are a TTUHSC or TTUHSC El Paso employee, then your payment was mailed to the address listed at the top of the statement.
- Filing Status – Displays what was elected on your Form W-4. If this needs to be changed, please complete a new Form W-4 and submit to the Human Resources office.

# RECOMMENDED APPROACH

## MAKE IT A HABIT TO ALWAYS...

It is encouraged that you view your earnings statement after each pay period. By doing this, you can verify that the wages and deductions of each payment are correct.

For example, if you updated a health deduction, and you do not see the change on your earnings statement or the information you reported on your Form W-4 is not taxing you the way you intended, this allows you to reach out to correct the issue before any more time passes.

If you feel that your payment is missed and you set up direct deposit, you may have enrolled in reimbursement direct deposit or enrolled after the deadline and a paper check was produced.

Mistakes do happen from time to time, but it is important that these issues are reported immediately to get them resolved and fixed going forward.

Contact Information | 806.742.3211 | [webmaster.payroll@ttu.edu](mailto:webmaster.payroll@ttu.edu) | <https://www.depts.ttu.edu/payroll/>

