

Payroll User Group

10.09.18

Welcome!



Agenda

1. Open Enrollment
2. Wage Increases
3. Address Updates
4. W-4 Completion
5. Temporary Payroll Processing Numbers (TPPN's)
6. Emailing Sensitive Information
7. Sick Leave Buyout
8. Winter Reduced Hours



Open Enrollment

2019 Open Enrollment –

- Nov 1 – 30, with changes effective Jan 1
- Benefit Fairs: Pullman, 11/7; Everett, 11/2; Spokane, 11/6;
Tri-Cities, 11/8; Vancouver, 11/6
- No major changes in benefits
- Premiums will be going up slightly

Visit hrs.wsu.edu/open-enrollment and watch for other communications.

2019 Special Open Enrollment for Long Term Disability will be coming in January.



Wage Increases

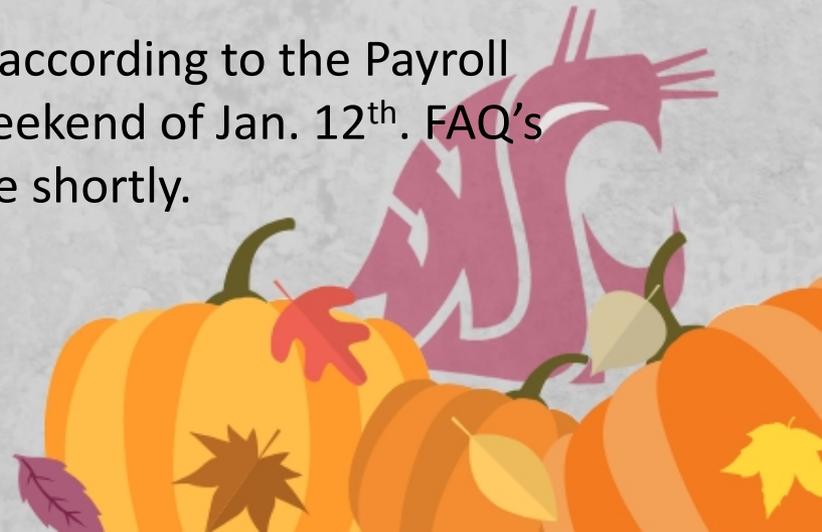
Minimum Wage Increase

- Beginning 1/1/19, minimum wage increases to \$12.00/hr.
- All TEMPS appointments under \$12.00 will automatically update to reflect the new wage.

MSI

- Beginning 1/1/19 Civil Service and Bargaining Units receive a 2% increase.
- Beginning 1/1/19 Faculty, AP, and Grads receive a 1% increase.

All personnel actions should be submitted according to the Payroll document schedule. MSI will run on the weekend of Jan. 12th. FAQ's will be posted on the Budget Office website shortly.



Address Updates

Addresses for paychecks are pulled into our system from the “Mailing Address” listed myWSU. When entering addresses, please use only the 1st line, and fewer than 25 characters (including spaces and special characters) as the Payroll system limits addresses to these parameters.

Exceeding address parameters may result in lost or returned checks! To ensure the timely delivery of paychecks, we recommend abbreviating addresses. Here’s a few tips for shortening things up:

- Use “#” in place of “Apt.” For apt. numbers such as G102, a prefix is not required.
- Abbreviate street directions. “Northwest”=“NW”
- Abbreviate street suffixes to “St”, “Blvd”, “Ct”, and so on.
- Use USPS.com to verify an address is deliverable.

Example:

1000 Terre View Drive 1000 Terre View Dr A100
Apt. A100 = Pullman WA 99163
Pullman, WA 99163



Address Updates

Tax season is approaching! Please encourage your employees to review and update their Mailing address information prior to January 2019 in order to receive their W-2 information at the correct address.

If you have student employees going home for the holiday breaks, please encourage them to sign up for direct deposit, or to submit a temporary address change form before November 16th for Thanksgiving break and by December 17th for the winter break to receive their checks at another location.

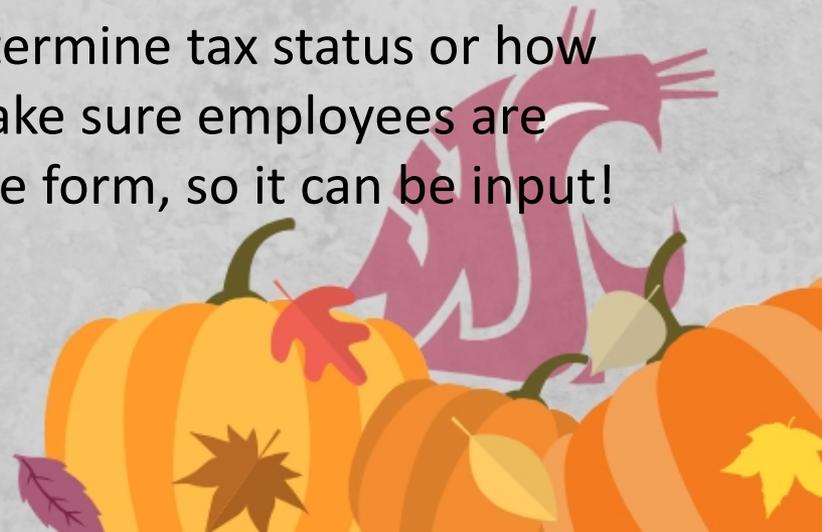


W-4 Completion

We are receiving a high volume of incomplete or incorrectly completed W-4 forms, which we cannot process. As a result, we have been contacting a large number of employees in order to obtain correct forms, which delays the processing of their desired tax status.

Please review W-4 forms that are submitted to you to ensure the required fields are complete.

We may not offer advice on how to determine tax status or how an employee may claim, but we can make sure employees are correctly completing each section of the form, so it can be input!



W4 Completion

Make sure their name and current address is filled out

The marital status

Lastly, please make sure they sign and date the form, otherwise it is not valid

----- Separate here and give Form W-4 to your employer. Keep the top part for your records. -----

Form W-4 Department of the Treasury Internal Revenue Service		Employee's Withholding Allowance Certificate		OMB No. 1545-0074
1 Your first name and middle initial		Last name		2 Your social security number
Home address (number and street or rural route)		3 <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, <input type="checkbox"/> withhold at higher Single rate. <small>Note: If you are a nonresident alien, check the "Single" box.</small>		4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. <input type="checkbox"/>
City or town, state, and ZIP code		5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)		6 \$
7 I claim exemption from withholding for 2016, and I certify that I meet both of the following conditions for exemption. • Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. If you meet both conditions, write "Exempt" here ▶ 7		8 Employee's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.)		9 Office code (optional)
Employee's signature (This form is not valid unless you sign it.) ▶		Date ▶		10 Employer identification number (EIN)

For Privacy Act and Paperwork Reduction Act Notice, see page 2. Cat. No. 10220Q Form **W-4** (2016)

Their SSN is very important to know how to identify the person correctly.

Box 5 OR 7 must be filled out, but *not* both! Box 6 is an option given for the employee



W-4 Form Recap:

These fields must be completed:

- Employee's name
- Employee's social security number

Note: If they are a foreign persons waiting on their SSN or TPPN for work, please have them write 'pending' in that box, or complete a Tax Determination Questionnaire in place of a W-4.

- Employee's address
- Marital Status
- Box 5 OR box 7 for withholding status
- Signature and Date

If one of these is missed, the form will not be processed, and the employee will need to complete a new one!



Temporary Payroll Processing Numbers (TPPNS)

Requesting A Temporary Payroll Processing Number (TPPN):

- If the person is going to be on a paid appointment, we will need a letter from the Social Security Office indicating they have applied for a Social Security Number (SSN.)
- If the person is going to be on a non-paid appointment, they do not need to apply for an SSN, and no letter from the Social Security Office is required.
- Note: A TPPN is a temporary number issued by Payroll as a placeholder for an SSN, so we can process and pay employees. It is not a temporary SSN.



Temporary Payroll Processing Numbers (TPPNS)

Turning in the Social Security Number:

- Payroll must receive a copy of employees' Social Security cards in order to update their TPPN to an SSN. *We cannot update SSN's without a card.*
- If the employee receives their SSN and is on campus, it's easiest for them to bring their card to Payroll in order to update their number.
- If an employee brings you their SSN, please fax a copy of their card to Payroll, or send it to us via interdepartmental mail.



Email and Sensitive Information

Payroll is no longer accepting documents containing SSN's and banking information via email, indefinitely. We are working on developing a secure and easy alternative for employees to submit their information online, however, in the meantime, our options for receiving sensitive information are as follows:

- Fax to (509)335-1472
- Interdepartmental Mail– Campus Zip 1024
- Hand-deliver to French Ad. 236
- Mail via USPS to PO Box 641024, Pullman, WA 99164-1024
- Request a secure link via email
- If able, submit via Sharepoint

The following documents are no longer accepted via email:

- W-4 Forms
- Banking information and direct deposit authorizations
- Copies of Social Security cards, or SSN's of any form. This includes requests for updates in Campus Community. If you need to add or change an employee's social on file, please fax or



Sick Leave Buyout

Sick Leave Buyout

- AP/Faculty special time report
- Deadline is January 29th, per the Payroll Document schedule (Document Cut-off)
- Please send to HRS first!



Winter Reduced Hours List

We will be passing around a list for the department pay contacts, please review and make any corrections necessary.

You may also email corrections to payroll@wsu.edu.

The list for department pay contacts during the winter reduced operations period will be updated and available at payroll.wsu.edu, under the 'Contact Us' menu choice on the bottom left of the home page!



Reduced Winter Hours

With the winter reduced hours of operation, please make sure time reports and any pay affecting documents are being submitted in a timely manner!



Reminder

LWOP will be accepted/processed up until we run Payroll. Please turn them in so we can avoid overpayments.



Thank you!

Thank you for working with us, and for all you do, to ensure we pay employees in an accurate and timely manner. We appreciate you and your hard work!



Questions or Comments?

