

Payroll User Group Meeting
Jan. 24th, 2018




Payroll User Group Meeting 01/24/18

Welcome!

Agenda

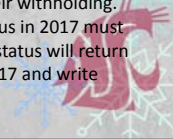
1. Tax Reform News
2. Modernization Update
3. Late Work Study Awards
4. Reminders
5. Thank you!
6. Questions



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Tax Reform News

- New 2018 withholding tax tables will be reflected on the February 9th pay check.
- The IRS is currently updating their online tax calculator to help employees determine their withholding needs. We will be updating our online calculator soon.
- W-4 Updates
 - 2018 W-4 yet to be published by IRS
 - Employees may still use the 2017 W-4 if they need to change their withholding status. No W-4 is needed if employees do not plan to change their withholding.
 - All employees claiming '**exempt**' status in 2017 must complete a new W-4 by **Feb. 15th** or status will return to S-00. They can simply cross off 2017 and write 2018 on the W-4 form.



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Fringe Benefits Taxation


- All employer-provided, job-related moving expenses are now taxable. WSU will be issuing new guidelines on how to process moving expenses.
- Some provisions of the new tax law are still unclear and we are researching interpretation. We will communicate more as interpretations are finalized.



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Modernization Update


- Workday was chosen and is the apparent successful software
- A request for proposal is going out for an implementation partner
- The group is presently working on the chart of accounts
- We hope to have contracts signed by summer in order to begin implementation work



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Late Work Study Awards


- Payroll is still processing late work study awards for the Fall semester
- We will need confirmation from Financial Aid that the award is still available and the amount needs to be provided.
- Submit requests through email
- Need a template? Contact Payroll!



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Reminders


- Late appointments – Please remember you can see the end dates in Positive Pay for all your hourly employees to help track when the appointments will end.
- Late Separations- please do your best to get the separations processed in a timely manner to avoid overpayments. If the separation paperwork will not be processed by doc cut off, please work with us and HRS so we can avoid overpayments.



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Reminders

- Reading PEAR notes- We have had a few issues come up lately where the departments were not reading the responses back to you, please make sure that you are reading the responses and are aware if we have additional questions and what we responded back to your requests.
- Payroll time report email- Please use this email for all time reports that you are sending in. Please do not send to both accounts so we do not have duplicates!
- Please make sure to add WSU ID #'s or SSN's on the Direct Deposit authorization cards to make sure the account is linked to the correct employee.

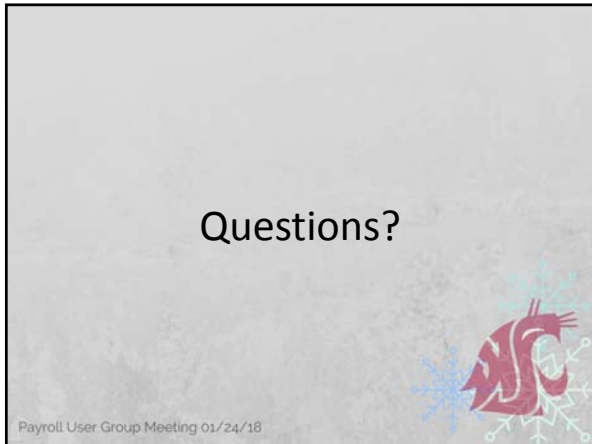


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Thank you!



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This has been a
WSU Training
Videoconference

If you attended this live training session and wish to have your attendance documented in your training history, please notify Human Resource Services within 24 hours of today's date:

hrstraining@wsu.edu
