

Payroll User Group Meeting 8/9/18

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Agenda

1. Important Dates & Deadlines
2. Graduate Student Processing
3. Cancelled Appointments
4. Direct Deposit Updates
5. New Website
6. Earnings Statements– Masked SSN
7. Relocation Policies
8. Friendly Reminders
9. Questions/Comments?

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Important Dates & Deadlines

August 1st 1/2

- Positive Pay Entry Begins: Wednesday, 8/15
- Positive Pay Closes: Friday, 8/17 at 12pm
- Begin Review of PEARS: Monday, 8/20
- Pay- Affecting errors due: Wednesday, 8/22 by 9am
- Non- Pay-Affecting errors and PEARS Certified: Friday, 8/24 by 12pm

August 2nd 1/2

- Positive Pay Entry Begins: Thursday, 8/30
- Positive Pay Closes: Tuesday, 9/4 at 12pm
- Begin Review of PEARS: Wednesday, 9/5
- Pay- Affecting errors due: Thursday, 9/6 by 9am
- Non- Pay-Affecting errors and PEARS Certified: Monday, 9/10 by 12pm

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Important Dates & Deadlines

September 1st ½

- Positive Pay Entry Begins: Friday, 9/14
- Positive Pay Closes: Tuesday, 9/18 at 12pm
- Begin Review of PEARS: Wednesday, 9/19
- Pay- Affecting errors due: Friday, 9/21 by 9am
- Non- Pay-Affecting errors and PEARS Certified: Tuesday, 9/25 by 12pm

September 2nd ½

- Positive Pay Entry Begins: Monday, 10/1
- Positive Pay Closes: Wednesday, 10/3 at 12pm**
- Begin Review of PEARS: Thursday, 10/4**
- Pay- Affecting errors due: Friday, 10/5 by 9am**
- Non- Pay-Affecting errors and PEARS Certified: Wednesday, 10/10 by 12pm

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Graduate Student Processing

- **Fall Assistantships**
 - Please get appointments and funding in by Friday, August 17 ("Ready for HEPPS" in PERMS)
 - Confirm appropriate funding for appointments with QTRs
- **Graduate Assistantships**
 - Grad Students can sign up for payroll deduction in their myWSU's for the full year in the fall or they can sign up every semester
 - Payroll deduction is currently open until Sunday, September 2nd.
 - Late fees will post the following day if there is a balance on a student's account

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Graduate Student Deduction Information

Graduates are encouraged to reference the Graduate Student Flyer for the following details: Payroll deduction deadlines, schedule, requirements, coverage, and contact information.

The flyer can be found online at:
<https://s3.wp.wsu.edu/uploads/sites/1383/2018/07/GradPRDeductionFlyer-07-31-2018.pdf>

Or via the "Student Pay" menu on the Payroll website.

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Cancelled Appointments

Please notify Payroll if you know an appointment cancellation will be late and not visible in the system after the last HEPPS/DEPPS update, so we may avoid overpayments!

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Direct Deposit Reminder

- **DELIVERY METHODS:**
 - Preference: SharePoint site
 - Other methods: mail, interdepartmental mail, fax
- **REQUIREMENTS:**
 - Direct Deposit Authorization card
 - Needs to be completely filled out
 - Banking documentation
 - Must be from the bank, not handwritten
 - Document must contain valid routing number and account number
 - Verify photo ID
 - Authorized employee representative needs to sign and date bottom right hand corner of direct deposit authorization card after verification

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Direct Deposit Update

- Direct deposit SharePoint Site will now be available Monday, August 27th to Pullman departments!
 - Please submit all requests for access to the SharePoint site to payroll@wsu.edu
- Authorized representatives will need to verify the employee's photo ID when submitting their direct deposit

DIRECT DEPOSIT AUTHORIZATION
Washington State University Payroll Services
Pullman, WA 99164-5000 Phone (509) 335-8915

Send this form to Payroll Services, Room 200, with a valid photo identification card. A completed form will be used to authorize payroll with your account and routing number. Once your request is approved, you will receive a confirmation letter from Payroll Services. This form is valid for one year. This form expires on 12/31/2018. Please do not check the routing slip or routing number until you are notified by Payroll Services. If you have any questions, please contact Payroll Services at (509) 335-8915.

EMPLOYEE NAME	PAYROLL SERVICE USE
EMPLOYEE ID #	EMPLOYEE REPRESENTATIVE

CHECKING SAVINGS

ACCOUNT #

STRUCTURE DATE

Attach voided check or deposit ticket here.

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Direct Deposit SharePoint Benefits

- Immediately accessible to Payroll.
- Ability to monitor the process of the direct deposit documents.
 - If there are issues, you can better assist your employees!
- Ability to keep record of what was sent.

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Direct Deposit Promo

Enroll in payroll direct deposit for a chance to win WSU football tickets or \$50 cougar cash!

- Available for new enrollees to direct deposit only
- Starts August 20th – September 28th 2018
 - Must submit completed Direct Deposit Authorization Cards to participate
- Winners will be chosen October 5th
- Flyers will be distributed; emails will be sent

Prizes will be taxed through Payroll.

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New Website

- Payroll has updated their website! Find us at <https://payroll.wsu.edu>
- Visit Department Pay Users > General Information for dates and deadlines and other important information.
- Direct employees to General Information or their respective employment type in the drop-down menu for information regarding taxes, direct deposit, and address and name changes.
- Please refer to the website for the most current versions of W-4's and other important forms, such as name change requests.
- Let us know how the site is working, or if you think any improvements could be made to create a better user experience!

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Earnings Statement Change

For security reasons we have masked the Social Security number on the payroll earnings statements. Only the last four digits are visible. All historical online statements are also masked.

We have also had a request to only show the last 4 digits of the bank account number so we are looking into that. Stay tuned!

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Relocation Policy

- BPPM revisions are still being finalized
 - Lump sum through Payroll Services BPPM 55.62 for personal items and all other relocation-related expenses (hotel charges, etc.)
 - Laboratory moves: still through Purchasing. These are not taxable.
- Lump Sum payments for household moves will not be made until after the first day of employment

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Taxation for Non-U.S. Citizens

Some international employees are not required to pay OASI/MEDICARE taxes, or their country offers tax treaty benefits with the U.S.

International employees are encouraged to submit a Tax Determination Questionnaire to Payroll Services to determine their tax status and whether or not they qualify for treat benefits.

Helpful tax information can be found on our website at:
<https://payroll.wsu.edu/non-u-s-citizens/>

- FAQ's
- Tax Forms
- Basic Guidelines

Contact Brandon Cross at (509)335-6450 or Mayra Young at (509)335-5821 for further information.

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Friendly Reminders

- It is very helpful to us if you include a department contact name/phone number on time reports. That way we can easily contact the right person if we have a question.
- Please read PEAR responses and communicate with your employees.
- Please check your department's payroll contact information on our webpage list at:
<https://s3.wp.wsu.edu/uploads/sites/1383/2017/12/DepartmentPayrollContacts-12-20-17.pdf> . Email any updates to payroll@wsu.edu.
- Encourage your employees to do a "Paycheck Checkup" at the IRS Withholding Calculator: <https://apps.irs.gov/app/withholdingcalculator/>

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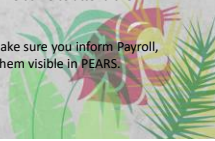
Friendly Reminders

- Department Pay Access:
 - Must have DEPPS/AIS access
 - Must attend the Department Pay Training class (offered monthly)
- After these items have been completed, you may email payroll@wsu.edu with the following information:
- AIS logon information for DEPPS
 - Budgets and Accounts to be authorized
 - Request for access to Positive Pay, PEARS, or both
 - If the individual is replacing someone on an account

- If you feel like you need a refresher, you are always welcome to attend the Department Pay Training again!

- If you have a new account for paying employees, make sure you inform Payroll, so we are able to add them to the tables and make them visible in PEARS.

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Questions or Comments?

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Thank you!

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