



Payroll User Group Meeting

July 25, 2019

AGENDA

- HELPFUL REFRESHERS
- GRADS
- WHAT GOES TO HR VS PAYROLL
- OVERPAYMENTS
- INTERNATIONAL EMPLOYEES

Important Payroll Dates

- For the *first* half of August:
 - Position Control: August 7th
 - PERMs Documents: August 8th
 - Positive Pay Deadline & Payroll Calculation: August 19th at noon
 - ACH deadline for overpayments: August 22nd at 9:00am
 - Final deadline on payday: August 26th
- Check your PEARs early!

Important Payroll Dates

- For the *second* half of August:
 - Position Control: August 21st
 - PERMs Documents: August 22nd
 - Positive Pay Deadline & Payroll Calculation: September 3rd at 2pm
 - ACH deadline for overpayments: September 6th at 9:00am
 - Final deadline on payday: September 10th
- Check your PEARs early!

Helpful Refreshers

- **Payroll Funding Alerts**
 - These infoburst reports are run on the 9th of each month
 - They include; accounts ending, appointments endings, assignments ending, TEMPS appointments ending
 - If you are not getting these reports and would like to receive them email Mayra Young(mayra.young@wsu.edu) with your email address and what departments numbers you would like the reports for

Helpful Refreshers

- **Department Pay Training Class**
 - Payroll offers a department pay training classes monthly to train and refresh employees on using Positive Pay and PEARs
 - It is encouraged that you retake the class after you become more familiar with the system
 - Please remember we **CANNOT** run payroll until you close positive pay.
 - The next class is offered:

August 7th, 2:00pm

Fall Assistantships

- Please try to have your grad appointment PERMs and grad position control documents in, approved and “ready for HEPPS” by August 19th for August *second* half
- Confirm appropriate funding for appointments with QTRs (no state funds)
- Grad school began processing fall perms docs on July 22nd. Assistants need to be enrolled in 10 to 18 credits before the grad school will review and approve them

Graduate Student Tuition Deduction Plan

- Grads will be able to authorize deductions for the fall, or fall and spring in myWSU between 8/1/19 through 9/2/19
 - www.wsu.edu/payroll/stntpay/gradenroll.htm
- DEADLINE to authorize the payroll deduction is:
September 2nd, 2019!
- The first payroll deduction comes out of the 9/25/19 paycheck!

Graduate Student Tuition Deduction Plan

To Qualify:

- Be enrolled in at least 10 credit hours
- Maintain a 'B' grade point average

AND...

- The student must enter the semester at least 50% FTE or greater as either a
 - Research assistant
 - Teaching Assistant
 - Project Assistant
 - Staff Assistant
 - Vet Assistant

Graduate Student Tuition Deduction Plan

**GRAD DEDUCTIONS HAVE BEEN UPDATED FOR EACH
CAMPUS:**

[https://payroll.wsu.edu/graduate-student-payroll-
deduction/](https://payroll.wsu.edu/graduate-student-payroll-deduction/)

Fall Assistantships

- Grad students can sign up now on myWSU for payroll deductions for the fall or for the full year.
- Log onto my WSU and choose the Main Menu>HR, Payroll & Benefits>Payroll Information>Graduate Deduction.
 - For more information for grad deductions:
 - <http://payroll.wsu.edu/stntpay/gradpayded.html>

HRS vs PAYROLL

HRS:

- Benefits
 - Paid FML
 - Retirement
 - State Deferred Comp %
- Pay grade
- Comp/LWOP
 - Why I got what I got
- VOEs

Payroll:

- VOEs
- Comp/LWOP
 - Is it going to be on the upcoming paycheck

OVERPAYMENTS

- THE NUMBER OF OVERPAYMENTS HAS BEEN INCREASING DRASTICALLY.
- PLEASE, PLEASE, PLEASE TURN IN LWOP EVEN IF IT IS AFTER DOCUMENT CUT-OFF
 - OR EVEN IF THE EMPLOYEE IS NOT AVAILABLE FOR SIGNATURE.

Non-Resident Taxation Forum

Monday July 29th Lighty 405 at 1:30

This session will be available to all departments interested in learning more about how WSU Payroll handles the taxation of nonresident employees. We will be reviewing the Tax Determination Questionnaire offered to employees, resources to provide to all nonresident employees, discussing the FICA tax and tax treaty implications.

International Engagements

Before you offer employment to someone working in another country, please contact Rick in Payroll Services.

Employment and taxation laws are different in every country and it will probably require some consulting services from a third party in order to understand those laws and what we need to do to comply.

Be aware that there may be additional expenses to pay these employees.



Questions/Concerns/Suggestions



THANK YOU!!

We couldn't do this without you! Thank you for being diligent and helping us ensure we are getting everyone paid timely and accurately!