PAYROLL USER GROUP

WELCOME!

AGENDA

1. Open Enrollment
2. Wage Increases
3. Address Updates
4. WF
5. Temporary Payroll Processing Numbers (TPPN)
6. Sick Leave Buyout
7. Winter Reduced Hours
8. Reminders
9. Modernization

OPEN ENROLLMENT

2020 Open Enrollment --
- Nov. 1-30, with changes effective Jan. 1
- Benefit Fairs:
  - Pullman - 11/7
  - Wenatchee - 11/4
  - Spokane - 11/6
  - Tri-Cities - 11/13
  - Vancouver - 11/12

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

Benefit Fairs Statewide:
https://www.hca.wa.gov/assets/perspay/2019
benefits-fairs-schedule-and-posters-final.pdf
# WAGE INCREASES

**Minimum Wage Increase**
- Beginning 1/1/20, minimum wage increases to $13.50/hr.
- All TEMPS appointments under $13.50 will automatically update to reflect the new wage.

**MSI**
- Beginning 1/1/20, Faculty, AP, and Grads receive a 1.5% increase.

All personnel actions should be submitted according to the Payroll Documents Schedule. FAQ’s will be posted on the Budget Office website shortly.

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### ADDRESS UPDATES

Addresses for paychecks are pulled into our system from the ‘Mailing Address’ listed on myWSU. When entering addresses, please use only the first 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 apartment 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
Apt. A202
Pullman, WA 99163

1000 Terre View Dr
A202
Pullman, WA 99163
ADDRESS UPDATES

• Tax season is approaching! Please encourage your employees to review and update their mailing address information prior to January 2020 in order to receive their W-2 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 20 for Thanksgiving Break and by December 19 for winter break to receive their checks at another location.

What is your favorite part about Payroll?

2020 Form W-4

• There are big changes to the W-4 coming January 1, 2020.
• Five sections.
• Withholding allowances are no longer used.
• Employees are not required to fill out a new W-4.
• https://www.irs.gov/newsroom/faqs-on-the-draft-2020-form-w-4
• We cannot offer advice on how to determine tax status or what an employee may claim, but we can make sure employees are correctly completing each section of the form, so it can be input!
TEMPORARY PAYROLL PROCESSING NUMBERS (TPPN)

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 don’t 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 (TPPN)

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 card 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 card, please send a copy of their card to Payroll. Send it to us via interdepartmental mail or through Sharepoint.
SICK LEAVE CASHOUT

Sick Leave Buyout
• Special time report
• In the comments please put the basis of claim. Put the full amount of hours, the system will automatically pay the 25%
• Employee must maintain a balance of 480 hours after the cashout.
• Deadline is January 28th, per the Payroll Documents Schedule (Document Cut-Off)
• Faculty/AF 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!

What is your least favorite part about Payroll?
LWOP/Overpayments

- LWOP will be accepted/processed up until we run Payroll. Please turn them in so we can avoid overpayments.
- If there is an overpayment, feel free to forward the employees approval, or have them contact overpayments@wsu.edu directly before an email is sent to you.

Misc. Check Information

- Be sure you are communicating with your employees. Check requests should only be made for financial hardships.
- Checks for employees who have dorm addresses are available for pickup at the payroll window only.
- Relocations are now going to be included in employees check.
- Please remind employees that Relocations are taxed at a flat 22% per IRS regulations.

REMINDErs

- With the winter reduced hours of operation, please make sure time reports and any pay affecting documents are being submitted in a timely manner!
- Please remind your managers/supervisors that the main payroll office cannot help hourly employees regarding missed hours. They need to talk to the departmental payroll person.
MODERNIZATION

• We recommend going to as many meetings as possible!
• A couple of us went to UW and got to talk to them about Workday.
• Polish up your Excel knowledge, most reports are exported into Excel.
• Workday Prototype 2: October 29th 10am-3pm
  • CUB Auditorium and on Zoom

QUESTIONS OR COMMENTS?

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!