

TO: All University Employees

FROM: Joe Loynd, Payroll Manager

DATE: November 19, 2019

SUBJECT: Important Tax and Year End Information

2019 Final paychecks

Payroll will be slightly different than last year in terms of how we will have to process payroll at the end of December.

- **Weekly Paid Employees** – Payment for week ending 12/15 will pay on Friday, 12/20 as normal.

Payment for week ending 12/22 will pay on Tuesday 12/24. As a result, we will have to process this time on Friday 12/20. All time for week ending 12/22 will have to be entered and approved no later than NOON on 12/20.

Payment for week ending 12/29 will pay on Friday 1/3. As a result of holiday break, we will have to process this time on Tuesday 12/24. All time for week ending 12/29 will have to be entered and approved no later than end of day 12/23.

Please do not assume that holiday hours will auto populate on your time entry template. Especially if you are taking PTO. Please make sure your time is populated correctly, so we can process it correctly.

Any time not entered and approved by these deadlines, would not get picked up until the following payroll.

- **Semi-Monthly Paid Employees** – Payments will be 12/13 and 12/31, with no real change in process, other than the 12/31 payment will process on 12/23.

Tax Withholding Information

Social Security Wage Base and Medicare Tax Rates for 2020

The Social Security Wage Base will be \$137,700 for 2020 for a maximum Social Security tax of \$8,537.40. The Medicare tax rate will remain 1.45% on the first \$200,000 of wages.

Changes in Filing Status

Please note that you are required to file a new Form W-4 for the next calendar year if your filing status or number of allowances has changed. Examples of a change in filing status or number of allowances are:

- You become divorced or legally separated.
- Your spouse dies.
- You were married.

There has been a birth or adoption of a child.
If you have a change in filing status or allowances, you can complete a new Form W-4 for 2019 via Workday (Complete Federal Withholding Elections). You can do this now by effective dating your change!

Verification of Name, Address, Social Security Number and Residency Status

We are making every effort to mail W-2 forms to your correct address. Please take a moment to log onto Workday and verify that the address that appears on the top of your advice is the address that should be used to mail you your 2019 W-2. If you find errors, you can update your address information via Workday as well. Please make sure we have the correct spelling of your name as well as the correct Social Security Number on file.

NOTE Please note that updating your information in one system does not mean you've updated your information in every system. For example, updating your address in SAGE does not update your information in Workday as well. Please make sure to enter your updated information in Workday to ensure that you receive your tax documents at the correct address.

Also, if you are a Non-Resident Alien (NRA), please make sure you are **NOT** paying FICA taxes (**Social Security (OASDI) and Medicare**). If you find that you are paying these taxes located on the right-hand side of your pay stub under the heading "Employee TAXES", please contact payroll to have these funds refunded to you before the end of the year. Doing so will create a much cleaner process for the University as well as the individual when getting tax documents prepared for the 2019 calendar year. We need to do this as soon as possible!

Requests for Duplicate Form W-2 for 2019

Original W-2s for 2019 will be mailed, per IRS regulations, by January 31, 2020 and will be available online via Workday on or before that date. Requests for duplicate W-2s must be made by completing a "W-2 Request Form" found [here](#). In order to protect your privacy and ensure that only you receive the duplicate W-2 copy, we will not fax you a duplicate W-2, nor will we take the request over the telephone. Duplicate W-2s will be produced once a week and either mailed to your home address or held for pick-up at our [office](#).