

TO: All University Employees

FROM: Joe Loynd, Payroll Manager

DATE: November 7, 2024

SUBJECT: Important Tax and Year End Information

2024 Final paychecks

Payroll processing is slightly different at the end of December for hourly employees.

- **Weekly Paid Employees** – Payment for week ending 12/15 will pay on Friday, 12/20 as normal. The deadline to have this time entered and approved will be end of day on Tuesday, 12/17.

Payment for week ending 12/22 will pay on Friday, 12/27. The deadline to have this time entered and approved will be end of day **Monday, 12/23**.

Payment for week ending 12/29 will pay on Friday, 1/3. The deadline to have this time entered and approved will be the end of day **Monday, 12/30**.

You will be able to start entering your time for all of December starting on Monday, 11/25. This is to allow employees who will be taking time off in December to enter their PTO, as well as populate the holidays during the discretionary week in advance of any time off you might be taking. **In order to have holiday time blocks auto populate for full time employees, you must enter something on your time entry template in the week in which the holiday falls. Failure to do so will result in unpopulated holiday time blocks and holiday time will not be processed.** Part time employees will have to manually enter any entitled holiday time as usual.

Any time not entered and approved by these deadlines, will not get picked up and processed until the following payroll in January.

- **Semi-Monthly Paid Employees** – Payments will be 12/13 and 12/31, with no real change in process.

Changes in Filing Status

If you mark yourself exempt from federal withholding, please go in and re-elect your exemption with an effective 1/1/25 date. This should be re-elected each calendar year to confirm that is the correct federal tax withholding election for you.

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 update Form W-4 for 2025 via Workday (Complete Federal Withholding Elections). You can do this now by future 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 payslip is the address that should be used to mail you your 2024 W-2. If you find errors, you can update your address information via Workday as well. Additionally, please make sure we have the correct spelling of your name as well as the correct Social Security Number on file. You can verify this by logging into Workday, View Profile in the top right hand corner, Personal tab, IDs, Verify National ID.

Question: What if I don't want my W2 mailed out? Is there an option to just have an electronic copy at my disposal?

Answer: Great Question! You have the option in Workday to opt out of receiving a paper copy of your W2. To do so, log into workday and click on the Pay app on your home page. On the next screen, you will see a tab for "My Tax Documents". Click this tab to view the next screen that will display your Tax Form Printing Election. You have to option on this page to edit your printing election. If you wish, you can choose just to receive an electronic copy of your W2. When made available, you would simply log into Workday and print and/or save your W2 directly from Workday. No need to worry about your W2 getting lost in the mail or sent to a wrong address.

Also, if you are a **Non-Resident Alien (NRA)** for tax purposes, please make sure you have **NOT** paid FICA taxes (**Social Security (OASDI) and Medicare**). If you find that you are paying these taxes located on the right hand side of your payslip under the heading "Employee TAXES", please contact payroll (payroll@brandeis.edu) to have these taxes adjusted for 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 2024 calendar year. We need to do this as soon as possible!

W-2s for 2024

Original W-2s for 2024 will be mailed, per IRS regulations, by January 31, 2025 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](#).

Social Security Wage Base and Medicare Tax Rates for 2025

The Social Security Wage Base will be \$176,100 for 2025 for a maximum Social Security tax of \$10,918.20. The Medicare tax rate will remain 1.45% on the first \$200,000 of wages.