

# **Controller's Office**Payroll Hot Topics

February 26, 2020

## Today's Agenda

- Form W4s (Federal and SC updates)
- Form W2s
- HCM Pay Stub a closer look
- Pay Cycle Process
- Additional Pay
- Where to find resources
- Contact Information
- Questions



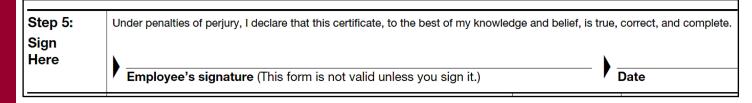
- New form issued
- Mandatory for all new hires in 2020
- Optional for other active employees
- New hire onboarding task
  - Form is completed online; routes to Payroll
  - Subsequent changes completed on paper



- Required fields
  - Step 1

		• •							
Step 1:	(a) First name and middle initial	Last name	(b) Social security number						
Enter	Address		▶ Does your name match the						
Personal Information			name on your social security card? If not, to ensure you get						
Illioilliation	City or town, state, and ZIP code		credit for your earnings, contact SSA at 800-772-1213 or go to						
	(c) Single or Married filing separately		www.ssa.gov.						
	Married filing jointly (or Qualifying widow(er))								
	Head of household (Check only if you're unm	parried and pay more than half the costs of keeping up a home for you	ourself and a qualifying individual.)						

#### - Step 5





#### Optional fields – Step 2

#### Step 2: Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do only one of the following.

- (a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3-4); or
- (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; or
- (c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld . . . . . . . . . . . . .

**TIP:** To be accurate, submit a 2020 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

Complete Steps 3–4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3–4(b) on the Form W-4 for the highest paying job.)



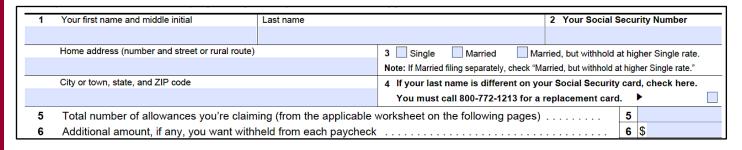
Optional fields – Step 3 and 4

Step 3: Claim Dependents	If your income will be \$200,000 or less (\$400,000 or less if married filing jointly):  Multiply the number of qualifying children under age 17 by \$2,000 ▶ \$  Multiply the number of other dependents by \$500 ▶ \$		
	Add the amounts above and enter the total here	3	\$
Step 4 (optional): Other	(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income	4(a)	\$
Adjustments	(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here	4(b)	\$
	(c) Extra withholding. Enter any additional tax you want withheld each pay period .	4(c)	\$



### 2020 South Carolina W4

- New form introduced
- Uses concept of allowances from pre-2020 Form W4 (line 5)



- Do not complete box 8, 9, or 10
- PeopleSoft Tax Data effective dates



#### Form W2

- Recap of 2019 PeopleSoft W2 Process
- Electronic consent
- Reminder to have employees update addresses with HR when applicable
- Online availability while an active employee and up to 45 days posttermination



### **HCM Pay Stub**

#### **C12 Pay Group**

	TAXES									
			Current		Y	TD				
<u>Description</u>			<b>Hours</b>	<b>Earnings</b>	<b>Hours</b>	<b>Earnings</b>	<u>Description</u>	<u>Current</u>	<b>YTD</b>	
Regular Pay				3,418.83	600.75	22,931.85	Fed Withholdng	353.51	4,884.58	
Regular Pay			-4.00	-154.71		0.00	Fed MED/EE	47.44	646.62	
Sick Leave Taken			1.00	38.68	20.75	806.19	Fed OASDI/EE	202.85	2,764.87	
Annual Leave Taken			3.00	116.03	66.50	2,585.62	SC Withholdng	175.50	2,419.44	
Regular Pay			-22.50	-887.58		0.00				
Sick Leave Taken			4.75	187.38		0.00				
Annual Leave Taken			17.75	700.20		0.00				
Holiday Pay				0.00	16.00	624.98				
Earnings Balances				0.00		20,110.98				
TOTAL:			0.00	3,418.83	704.00	47,059.62	TOTAL:	779.30	10,715.51	
BEFORE-TAX DE	DUCTIONS			AFTER-TAX I	DEDUCTIONS		EMPLOYER PAID BENEFITS			
Description	Current	YTD	Description	THE PERSON NAMED IN	Current	YTD	Description	Current	YTD	
Health	71.93		Dependent Life Cl	hild	0.63	8.82	Health	309.03	2,472,24	
Optional Life	24.25		Dependent Life - S		9.70		Dental	6.74	53.92	
SC 401(k) Plan	175.00		Supplemental LTI		6.00	84.00	Basic Life	0.16	1.28	
SC 457 Plan	50.00				32.50	65.00	Optional Life*	23.00	184.00	
Medical Spending Account	30.00	420.00					Basic Long Term Disability	1.61	12.88	
Dependent Care Spending Acct	41.67	583.38					SCRS	745.65	5,636.16	
SCRS	307.69	4,235.30								
MoneyPlus Fee DCSA 12	1.16	9.28								
MoneyPlus Fee Flex Spending	1.16	9.28								
12										
MoneyPlus Before Tax Fee	0.00	6.96								
Parking PreTax	0.00	390.00								
TOTAL:	702.86	9,550.72	TOTAL:		48.83	293.62	*TAXABLE			



### **HCM Pay Stub**

#### **SUM Pay Group**

		HOURS AN	D EARNINGS				TA	XES	
			Current		YTD				
<b>Description</b>			<b>Hours</b>	<b>Earnings</b>	<b>Hours</b>	<b>Earnings</b>	<u>Description</u>	<u>Current</u>	YTD
Summer Instruction				2,500.00	120.00	7,500.00	Fed Withholdng	293.10	9,421.60
Regular Pay				0.00	264.00	16,094.34	Fed MED/EE	36.25	833.42
Special Assignment Pay				0.00		1,666.68	Fed OASDI/EE	155.00	3,563.59
Earnings Balances				0.00		35,521.98	SC Withholdng	143.02	3,461.94
TOTAL:			0.00	2,500.00	384.00	60,783.00		627.37	17,280.55
BEFORE-TAX I			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS			
<b>Description</b>	<u>Current</u>		<u>Description</u>		Current	<b>YTD</b>	<u>Description</u>	<u>Current</u>	YTD
ORP VALIC	225.00	5,470.47			0.00	7.56	ORP VALIC	390.25	3,943.26
MoneyPlus Before Tax Fee	0.00	9.30					VALIC ER 5%	125.00	1,263.06
Health	0.00	863.19					Health	0.00	1,236.12
							Dental	0.00	26.97
Dental	0.00	82.35					- 1 - 10		
Vision	0.00	102.96					Basic Life	0.00	0.66
Vision Tobacco Surcharge	0.00 0.00	102.96 360.00					Optional Life*	0.00	148.35
Vision Tobacco Surcharge Dental Plus	0.00 0.00 0.00	102.96 360.00 379.26							
Vision Tobacco Surcharge Dental Plus Optional Life	0.00 0.00 0.00 0.00	102.96 360.00 379.26 564.48					Optional Life*	0.00	148.35
Vision Tobacco Surcharge Dental Plus Optional Life Medical Spending Account	0.00 0.00 0.00 0.00 0.00	102.96 360.00 379.26 564.48 1,324.98					Optional Life*	0.00	148.35
Vision Tobacco Surcharge Dental Plus Optional Life	0.00 0.00 0.00 0.00	102.96 360.00 379.26 564.48					Optional Life*	0.00	148.35



### **HCM Pay Stub**

### **Leave Without Pay**

	HOURS AND EARNINGS			
	Current			YTD
<b>Description</b>	<u>Hours</u>	<b>Earnings</b>	<b>Hours</b>	<b>Earnings</b>
Regular Pay		3,235.29	1,263.00	46,899.28
Regular Pay	-37.50	-1,399.88		0.00
Leave Without Pay	37.50	1,399.88	217.00	8,100.65
Earnings Balances		0.00		22,927.37
TOTAL:	0.00	1,835.41	1,480.00	69,826.65
		,		,



### **Pay Cycle Process**

- On Cycle vs. Off Cycle
- Explanation of Creating Paysheets
- Loading Retro Ben information
- Loading ITAMS information
- Loading Retro Pay information
- Error Reports and Audit Reports
- Calculations
- Confirmation
- Integration Broke Pause and Release



### **Pay Cycle Process**

- Best Practices for ensuring employees are paid on time and without issues
  - Adhere to HR Payroll Deadlines (see HR Toolbox on Division of HR website)
  - Allow time for workflow of approvals
  - Double check information submitted
  - Use HR queries to check end dates for additional pay



### **Additional Pay**

- Additional Pay can be:
  - Non-base adjustment (i.e. TSA)
  - Other supplemental pay (i.e. CHR)
  - One time pay (i.e. BON)

- Additional Pay is recorded in PeopleSoft at the <u>semi-monthly amount</u>
- Understanding 9 month vs. 12 month Pay Groups when calculating semi-monthly amount



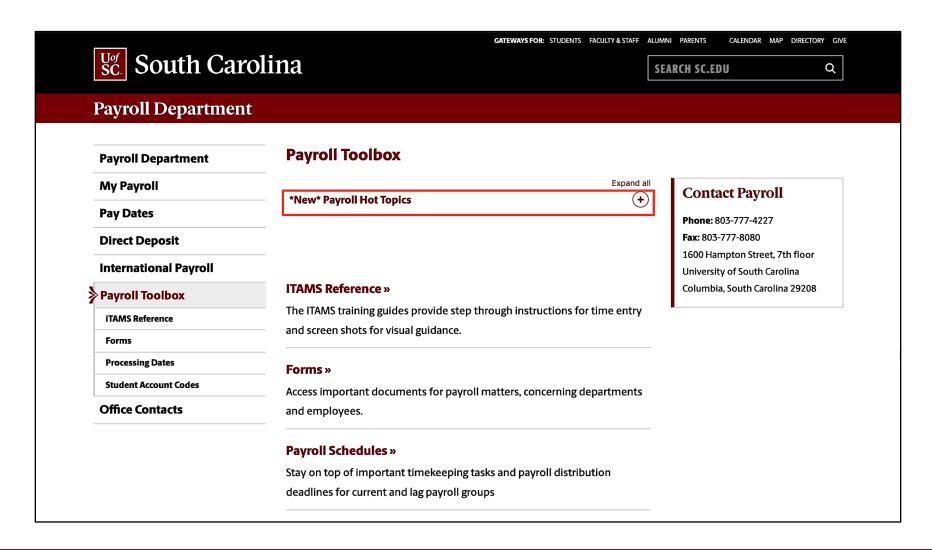
### **Additional Pay**

Considerations when completing the Additional Pay eForm:

- End dates are very important
  - Avoid the 1<sup>st</sup> or 16<sup>th</sup> as an end date.
  - Best practice is to use the 15<sup>th</sup> or the end of the month (i.e. 30<sup>th</sup>, 31<sup>st</sup>)
- Understanding the difference between a "new" additional pay and an "update" to additional pay
- Checking the semi-monthly amount in the funding section



#### Where to Find Resources





### **Contact Information**

For assistances or questions regarding W-4s, please email Jake Kiehl: kiehl@mailbox.sc.edu

For assistances or questions regarding W-2s, Additional Pay and the Paycycle Process, please email Wanda Martin: <a href="marti838@mailbox.sc.edu">marti838@mailbox.sc.edu</a>

For assistances or questions regarding Pay Stubs, please email: <a href="mailto:USCpay@mailbox.sc.edu">USCpay@mailbox.sc.edu</a>



### Questions





