Payroll - Resources

General information

- Handbook of Business Procedures (HBP) Part 13: Payroll Services
- My Pay Profile - Information on entering, viewing, and updating personal payroll information including tax withholdings, check distribution, and bank direct deposits
- New Employees - Payroll and related documentation pertaining to new university employees and nonresidents
- Paydays and Payroll Deadlines
- Payroll forms
- Payroll Services contact information
- Tax Forms in Workday
- Understanding Your Payslip: Workday Process Overview

Faculty

- Faculty Salary Spread Program - Eligibility and participation information for faculty interested in spreading their nine-month salary over 12 calendar months, or changing their current election.

  Note: Faculty who wish to participate should submit the Salary Spread Request Form to Payroll Services by August 31 for fall hires, or January 15 for spring hires.

Information for non-U.S. citizens

- Glacier - Nonresident Tax Compliance System - Glacier collects information about immigration status, citizenship, residency, and history of presence in the U.S. to determine an individual's tax residency status and tax exemption eligibility.
- Nonresident Taxes - Information on nonresident alien taxation, including year-end forms and IRS tax returns
- Social Security Numbers (SSNs) for Non-U.S. Citizen Employees - Applying for an SSN, temporary SSN assignments, and updating university employment records once an SSN is received.

Payments and processing

- Awards (Employee) - Guidelines for paying awards to university employees including documentation requirements
- On-Demand Payments - Requesting pay for employees who missed payment on the regular Workday Payroll cycle
- Overpayments - Guidance and instruction about employee overpayments and steps to take when one occurs
- Paydays and Deadlines - Monthly and semi-monthly payroll dates and deadlines
- Replacement Checks - How to request a replacement check if a payroll check has been lost, destroyed, or is expired
- Tuition Benefits - Tuition Remission and Staff Tuition Assistance Program information

Payroll financials

- Cost Transfer Information - How retroactive costing allocation changes are processed in Workday and DEFINE

Taxes and fringe benefits

- Calculation of Federal Employment Taxes - Formulas for calculations of OASDI (Social Security), Medicare, and federal withholding taxes
- Employment Taxes - How federal, state, and local taxes are calculated on paychecks, including OASDI (Social Security) and Medicare
- Fringe Benefits - Rates and other information for calculating and reporting departmental fringe charges and encumbrances
- Student Employee FICA Exemption - Information on federal student FICA exemption for OASDI (Social Security) and Medicare taxes
- Tax Forms - Employee tax form information including W-2, W-2c, 1042-S, and 1095-C
- Taxable Fringe Benefits - Employee benefits provided outside the payroll system may be taxable to the employee.

Please send suggested additions to this page and notifications about broken links to COE-HR@austin.utexas.edu.

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