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 COVID-10 Guidance and Updates

Payroll forms

Payroll Services contact information

Tax Forms in Workday

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.

- 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 Educational Benefit information

Payroll financials

Cost Transfers and Calendar - Cost Transfers in Workday and when they are processed

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.

Payroll terms

Longevity Pay

Additional pay automatically provided to eligible full-time employees who have completed at least 24 months of state service.

- HOP 5-3130: Longevity Pay - includes chart of amounts per months of state service
- Premium Pay: Longevity Pay

Medicare and OASDI (Social Security) Taxes

Amount of taxes withheld as required by the Federal Insurance Contributions Act (FICA). These taxes are subject to change by Congress and are assessed on all wages. Current rates are posted at Calculation of Federal Employment Taxes on the Payroll Services site.

Premium Sharing

Employer-paid contribution towards cost of university health insurance for eligible employees, if selected. The amount is based on full-time or part-time status as of the first calendar day of the month and employee's level of coverage. Employee premium-sharing amounts are listed on the HR Health Insurance Rates page.

- Full-time: Employment at 40 hours per week/100% time. Academic student employees in eligible positions (e.g., TA, AI, GRA) are treated as full-time employees for premium-sharing purposes.
- Part-time: Employment at anything less than 40 hours per week/100% time, but at least 20 hours per week/50% time.
- Level of coverage: Health insurance enrollment options including Employee Only, Employee and Spouse, Employee and Child(ren), or Employee and Family coverage.

Retirement

Mandatory employee contribution to either the Teacher Retirement System (TRS) or Optional Retirement Program (ORP) state retirement program, as identified on the employee pay slip. This amount is a contribution percentage based on gross salary.

View current contribution rates:

- TRS
- ORP

Withholding Tax

Amount of federal income taxes withheld from pay, based on taxable income and withholding allowances selected on IRS Form W-4. Current rates are posted at Calculation of Federal Employment Taxes on the Payroll Services site.

Withholding elections can be updated in Workday in the Employee Profile. Go to the "Pay" tab, and then "Tax Elections".

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