Payroll

Resources and information

General information

- Handbook of Business Procedures (HBP) Part 13: Payroll Services
- Payroll COVID-19 Guidance and Updates
- International employment - fall 2020:
  - Guidelines for Workers Outside the U.S.
  - HR Consortium: International Employment - Fall 2020 PPTX
- 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 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. Only employees appointed at 40 hours per week on the first workday of the month are eligible for longevity pay.

- **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)](http://www.tra.ms) or [Optional Retirement Program (ORP)](http://www.orps.ohio.gov) 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".

**Rate conversions**

**Annual/hourly**
To convert **annual (12-month) salary to hourly**, divide by 2080.

To convert **hourly pay to annual (12-month)**, multiply by 2080.

**Examples:**

- Annual $35,000/2080=$16.83 per hour
- Hourly $15.00 x 2080 = $31,200 annual

**9-month/12-month**
To convert 9-month annual rate to 12-month annual rate:

\[
\frac{\text{9-month salary}}{9} = \frac{x}{12}
\]

or
b) 9-month salary/9 = y, and then y*12.

Example:

$30,000 annual (9-month)/9 = 3333.33;

3333.33*12 = $40,000 annual (12-month)

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