PAYROLL GUIDE

Employees:

Payroll is processed bi-weekly and checks or direct deposit is made on the following Friday. The payroll period is a two-week period beginning on Sunday and ending on Saturday. All hourly employees must complete a PAWS timesheet weekly showing hours worked; salaried employees (staff and admin) must complete a PAWS timesheet only to identify vacation, sick or other “non-regular” time. Based on the time entered, payroll will be processed. There is an annual payroll calendar (current 2017 Payroll Calendar) which identify the bi-week period and when time must be entered to get paid on the pay period. Emails are also sent for each bi-week payroll to remind all employees to input time into PAWS and supervisors to approve. The deadlines are very important so that you are paid correctly.

We encourage all employees to enroll in direct deposit by completing the Direct Deposit Form and return to the Controller’s office (Work Building, lower level on right). If you are unable to set up a direct deposit, then checks will be cut and available from your Management.

We encourage you to review your earnings statements each pay check to identify any errors as quickly as possible. Should you discover a problem with your check, please contact Payroll or Human Resource office, as appropriate, to initiate resolution. Corrections to paychecks will be processed on the next payroll unless it causes a hardship to the employee, then a manual check should be requested.

Supervisors/Time approvers:

Payroll is processed bi-weekly based on the annual payroll calendar (current 2017 Payroll Calendar). Please ensure that your employees have input time by the deadlines and that you are able to approve their time in PAWS by the approver deadline. If an employee misses the deadline, you email a Retro-adjustment request to payroll@fit.edu. The email should identify the employee, Employee Number beginning with “9”, dates and hours missed. ****Coming May 1”, we are trying to improve our payroll process by, first, will be adding a retro code in PAWS timesheets so that employees can enter their missed hours for your approval on the next payroll run and, second, supervisor’s will be a proxy for entry of time if an employee is not available. More to come on these new features.

Distribution of Payroll checks

Payroll checks will only be picked up by an approved signer (a permanent employee, not student) that has been designated by each Org’s Finance Manager. Individual employees should not come to the
Controller’s office for their check, but see their designated contact within their organization. If new employees need to be added or current employee on the list change, please complete an Authorization to Pick Up Payroll Checks form and return to the Controller’s office.

Accounting for Payroll

Payroll is processed bi-weekly and is recorded in BANNER directly to each fund/org’s labor accounts as identified on the EPAF. If a payroll charge has posted to your fund/org in error, a Position Redistribution Form is required to be completed to correct payroll that has already hit the expense accounts. Payroll adjustment forms should be returned to the Controller’s office/Payroll. If a change is required for future employee labor costs, and Human Resources Action Form will need to be completed.

Payroll Updates for 2017

- The Social Security (OASDI) Wage Base limit will be raised from $118,500 to $127,200 for 2017. The employee withholding rate of 6.2% will continue, effective January 1, 2017.
- Medicare withholdings have no maximum and the effective rate remains at 1.45% for wages less than $200,000 for single and $250,000 for married taxpayers. For wages in excess of $200,000, the effective rate is 2.35% no matter the marital status.
- The IRS has announced the business standard mileage rate for transportation will decrease to $0.535 per mile. The mileage rate for moving purposes will decrease to $0.17 per mile. These rates become effective on January 1, 2017, and remain in place until December 31, 2017.
- Employees who have filed "exempt" from federal tax should be reminded the exemption expires annually on December 31st. To renew the exemption, a new Form W-4 must be submitted to the Payroll Office by February 15, 2017. Failure to do so will result in federal withholding status and exemptions resetting to Single-0.
- International employees governed by tax treaty benefits should be reminded the exemption expires annually on December 31st. To renew the tax treaty exemptions, information will need to be resubmitted into the FNIS system. Each person will receive an email from Payroll to complete the FNIS and Winstar online process and the proper documents needed to honor the applicable treaty will be processed in the Payroll office. Failure to do so will result in federal withholding status and exemptions resetting to Single-1. You are encouraged to visit the Office of Controller’s Payroll Office or the IRS for additional guidance. FNIS instructions <FNIS REQUEST>
- Student workers who earn wages between Spring and Fall semesters will be subject to withholding for Social Security and Medicare taxes.
- Employees may defer $18,000 of income into the 403(b) plan in calendar year 2017. If an employee is age 50 or older in calendar year 2017, an employee may defer an additional $6,000 for a maximum deferral of $24,000.