



## Early Timesheet & Change Deadlines for December

With the closing of the University over Christmas break, the Payroll Office is notifying you of the modified payroll deadlines needed to assure proper and timely payments for all employees while, at the same time, allowing the Payroll staff to enjoy the full benefit of the holiday closing. The Payroll Office will be closed over Christmas break and no changes will be made during that time.

Payroll	Pay Period	Timesheet Due to Supervisor/	Due to Payroll	Pay Date
Bi-Weekly	12/4 – 12/17	Monday 12/19, by Noon	Monday 12/19, by End of day	12/29
Student	12/11 – 12/24	Monday, 12/19, by End of Day	Tuesday 12/20, by End of Day	12/23
Semi-Monthly	12/16 – 12/31	(not applicable)	Chgforms Friday, 12/9 by Noon	12/30

Bi-Weekly: For bi-weekly employees please be aware that the next pay cycle is 12/18-12/31, that means they are due immediately upon our return to campus on Tuesday, January 3rd. Supervisors will have until Wednesday, January 4th to complete the approvals

Students: Note that your timesheet is DUE by END of DAY before the pay cycle is even completed. Most of you will be leaving campus by 12/16 so please complete timesheet before you leave on break!

Semi-Monthly: The December monthly leave report is due the usual time of 12/23.

Everyone To ensure sufficient time for processing, all timesheets and change requests MUST be completed, signed, and received



## PAYROLL OFFICE

Phone 717-766-2511, x.203 Fax: 888-295-9989 E-mail: payroll@messiah.edu

Employees can review their current name and address that will be used on the Form W-2 via Employee Self-Service (Employee | Tax Forms | W4 Tax Exemptions or Allowances).

The local tax election is also viewable via Self Service. Proceed by selecting "Employee | Benefits and Deductions | Tax Related" and reviewing the local income tax election.

## 2. Payroll Mailing Addresses

As the Payroll Office prepares for the new season, we are requesting that employees assist in the process by taking a few minutes to visit Employee Self Service to verify their "Official Payroll Address." Verifying this address prior to issuance of the W-2 will help to avoid delays in receiving the W-2 form. Additionally, verifying the address on file will help with accurate local tax withholdings.

Please notify the Payroll Office if the listed school district needs updated. You may complete and submit a new Residency Certification Form, available from the Payroll website at: <http://www.messiah.edu/payroll>

The Payroll Office receives semi-annual updates to identify tax rate changes for the upcoming year.

Employees can view their payroll address via their most recent paystub. Employees can also review current address information via Self Service to verify their "Official Payroll Address." Using the Self-Service Main Menu falconlink card, select Personal Information | View Addresses and Phones. "Employee | Tax Forms | W4 Tax Exemptions or Allowances."

In the event that your "Official Payroll Address" is incorrect, please submit to Payroll a new Residency Certification Form and Employee Personal Information Change Form, both available on the Payroll website at: <http://www.messiah.edu/payroll>

Employees are also encouraged to review other listed addresses and phone numbers when reviewing the "Official Payroll Address."

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## 3. Local Tax Deduction

The Payroll Office asks that all employees review their local tax municipality/school district. This is especially important for those employees who moved during the calendar year.

To review your current school district, view your most recent paystub, where the currently selected school district is displayed.



## United Way Contributions

For those employees who contributed to the United Way campaign through payroll deduction during the calendar year please note that your last paystub in the calendar year will display your year-to-date deduction amount for purposes of a tax receipt. The contribution will NOT be itemized on the W2 form. The University thanks you for your donation to this organization.

For those who are contributing in 2020 this deduction is scheduled to begin on the first January payroll and continue throughout all 2020 pay periods.

## Your Annual W-2

### 1. Reading your W -2 Form

Employees should save their final paystub from the calendar year to reconcile to their W2. Please note that pre-tax deductions will create a variance between year-to-date gross pay and the dollar amounts reported in federal boxes 1, 3, and 5, as well as possibly boxes 16 and 17 (State and local taxes). For example, pre-tax retirement contributions are only exempt from federal tax withholding.

Health care costs for participating employees will again appear in box 12, code DD. Employees who participate in the University's medical insurance during the calendar year will see the code DD in box 12 of their W-2.



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## Emergency Closing Procedure

A reminder that detailed information on emergency University closures, including closures for inclement weather, is available in the Human Resources Employment Policies and on the Human Resources website at:

[http://www.messiah.edu/info/20591/policies/1019/emergency\\_closure](http://www.messiah.edu/info/20591/policies/1019/emergency_closure)

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