

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	12/5 – 12/18	Monday 12/20, by Noon	Monday 12/20, by End of day	12/30
Student	11/28 – 12/11	Monday, 12/13, by noon	Tuesday 12/14, by Noon	12/23
Semi-Monthly	12/16 – 12/31	(not applicable)	Chg forms Friday, 12/10 by Noon	12/30

Bi-Weekly: For those bi-weekly employees who are taking scheduled vacation or personal time between 12/5–12/18, please record this time on the timesheet. Any modifications needed on these days, due to unexpected sickness etc., should be reported to Payroll upon your return and will be processed on the second payroll in January.

Students: Note that your timesheet is DUE by NOON on regular due date for 12/23 pay date. However, the next pay period 12/12-12/25 is due on 1/4/22 for the 1/7 pay date ... you may still be on Christmas break **so do it before you leave!**

Semi-Monthly: The December monthly leave report is due the usual time of 1/8/22.

Everyone: To ensure sufficient time for processing, all timesheets and change requests **MUST** be completed, signed, and received in the Payroll Office by due dates and times listed above. ****Please do not place in campus mail on the due date.** Forms must be brought to the Payroll Office in Old Main (former Admissions Office).** Any timesheets or forms not submitted on time **will not be processed** until late January.

If you have any questions, please feel free to contact the payroll office staff through email or phone:

Payroll@messiah.edu — for any payroll
 Cindy Briel ext. 2903 for staff and student payroll
 Les Weiland ext. 2901 for admin/faculty

Important Changes for 2022

1. W-4 Form for 2021

The IRS, in response to the new tax code that went into effect on January 1, 2018, has redesigned the W-4 form. This tax form did not change for 2022. W-4s can be updated at any time during the year.

2. Retirement Contribution Limits for 2022

Regulatory adjustments have been made to employee contribution limits for certain items within the University's 403(b) retirement plan.

Item	2021	2022
Contributions for employees under age 50	\$19,500	\$20,500
Contributions for employees age 50+	\$26,000	\$27,000
Annual combined contribution limit (employee + employer)	\$58,000	\$61,000

REVIEW THE FOLLOWING

1. Name & Social Security Number

The W-2 name on file is typically based on your most recent Form W-4. For new employees, the W-2 name is based on the "legal name" providing on the Employee Profile Form during the Onboarding process. Employees should continue to report their name on the Form W-4 to match what appears on their social security card (a middle initial rather than name is OK). Should you need to make a change to your legal name to match your social security card, please submit an [Employee Personal Information Change Form](#) to the Office of Human Resources & Compliance.

The Payroll Office conducts a social security verification audit prior to every W-2 season. Should there be a name/SSN mismatch for an employee; the Office of Human Resources & Compliance and the Payroll Office will work to reconcile these mismatches with the employee. It is very important that any mismatches are corrected prior to issuance of the W-2. W-2's will be prepared using a recognized/valid name where possible.

Any unresolved mismatches can result in unposted W-2 wages within the Social Security Administration system, which can affect an employee's lifelong earnings history (used to determine eligibility for retirement, disability, and survivors programs).

Emergency Closing Procedure

A reminder that detailed information on emergency University closures, including closures for inclement weather, is available in the Employee Policy and Procedure Manual found on the Human Resources website at:

http://www.messiah.edu/info/20591/policies/1019/emergency_closure. Some items highlighted in the manual include:

- ➔ Emergency Information Hotline = 717-691-6084
- ➔ All information on Announcements, Use of Personal Time, Essential Employees and Reporting Time can be found at the following link:
<https://messiah-employee.policystat.com/policy/7118413/latest/>

Additional, information on reporting time to payroll can be found on the Payroll website: <http://www.messiah.edu/info/20338/faqs>.

2. Helpful Links

The Payroll website contains such items as payroll calendars, payroll forms, current and past newsletters, and some FAQ's to help you. The Human Resources website contains helpful benefit information, the official University holiday calendar, the online Employee Policy and Procedure Manual, many HR forms, and other information.

Payroll Office <http://www.messiah.edu/payroll>

Student Employment

<http://www.messiah.edu/studentemployment>

Human Resources Office <http://www.messiah.edu/hr>

The Payroll Office would like to end this newsletter with some helpful links. While certainly not exhaustive, these links may provide you with an information resource for one or more questions.

IRS → <http://www.irs.gov>

IRS Withholding Calculator

→ <https://www.irs.gov/individuals/tax-withholding-estimator>

Social Security Administration → <http://www.ssa.gov>

Retirement Estimator

→ <https://www.ssa.gov/benefits/retirement/estimator.html>

The Standard → <http://www.standard.com/retirement>

More Info



1. Notes from Human Resources

Emergency Contact Information

Employees can update their emergency contact information directly from Employee Self Service. Within Self Service, go to "Personal Information | View and Maintain Emergency Contacts" and follow the instructions for adding, modifying, and/or removing emergency contacts.

Human Resources Policy and Procedure Manual

Don't forget the Online Policy and Procedure Manual that can be located at:

http://www.messiah.edu/info/20591/policies/1016/human_resources_manual.



3. Payroll Office Security Procedures

The Payroll Office, including the Student Employment function, requires all employees to provide photo identification when visiting the Payroll Office or Student Employment Coordinator when submitting forms or inquiring about a payroll or employment assignment. This identification will generally be in the form of the Messiah-issued ID card or a government-issued ID card (such as a driver's license). Additionally, individuals submitting documentation via campus mail may receive a confirmation e-mail from the Payroll Office, depending upon the type of document submitted, to notify the employee of receipt. All direct deposit forms must be done in person at the Payroll Office. Telephone inquiries will be subject to one or more security questions or a zoom appointment, depending upon the content of the communication.