

## 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)	Chg forms 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 4<sup>th</sup> to complete the approvals.

**Students:** Note that your timesheet is DUE by END of DAY before the pay cycle is even complete. 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 1/9/23.

**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, 1<sup>st</sup> Floor.** Any timesheets or forms not submitted on time **will not be processed** until the next available pay in January.

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

[Payroll@messiah.edu](mailto: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 2023

### 1. W-4 Form for 2023 (Federal Income Tax)

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 2023. W-4s can be updated at any time during the year.

### 2. Retirement Contribution Limits for 2023

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

Item	2022	2023
Contributions for employees under age 50	\$20,500	\$22,500
Contributions for employees age 50+	\$27,000	\$30,000
Annual combined contribution limit (employee + employer)	\$61,000	\$66,000

## 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).

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).

## 2. Payroll Mailing Addresses

As the Payroll Office prepares for W-2 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 W-2’s will help to avoid delays in receiving the W-2 form. Additionally, verifying the address on file will help with accurate local tax withholdings.

Employees can view their payroll address via their most recent pay stub. 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” or “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.”



## 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 pay stub, where the currently-elected school district is displayed.

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.

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. Please be aware that your local tax may change based on any rate changes.

## 4. Local Services Tax review

A reminder that, as we enter the tax filing season, some employees who have had the Local Service Tax (LST) withheld during the calendar year may be entitled to a refund of all or part of that tax. Some reasons that refunds may be due can be found on the *Local Services Tax – Refund Application*, which can be found on the Payroll website or the Cumberland County Tax Bureau website (<http://www.cumberlandtax.org>).

Employees who want to review eligibility for the Local Services Tax exemption should visit the Payroll website or the Cumberland County Tax Bureau website as well.

## 5. Form W-4: Federal Income Tax Withholding

Marital status and dependents often change from one tax year to the next—and often during the year as well. Such changes often occur due to marriage, divorce, birth or adoption of a child, a child who can no longer be claimed as a dependent, the purchase, sale, or refinancing of a home, retirement, additional jobs, or additional income not subject to withholding.

Having too little tax withheld may result in a tax penalty being assessed based on the personal income tax return. Therefore, it is important for employees to review their federal withholding elections (from the Form W-4) that are currently used in calculating federal tax withholding.

To review your current marital status, view your most recent pay stub, where the currently-elected filing status, exemptions, and additional withholding are displayed.

The federal tax elections are also viewable by going to Employee Self-Service and selecting “Employee | Benefits and Deductions | Tax-Related” or “Employee | Tax Forms | W4 Tax Exemptions or Allowances.”

If changes to federal elections are needed, a new Form W-4 should be submitted to the Payroll Office. This Form W-4 is available on the Payroll website at <http://www.messiah.edu/payroll>.

## 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 pay stub 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 W-2 form. The University thanks you for your donation to this organization.



For those who are contributing in 2023, this deduction is scheduled to begin on the first January payroll and continue throughout all 2023 pays.

## Your Annual W-2

### 1. Reading your W-2 Form

Employees should save their final paystub from the calendar year to reconcile to their W-2. Please note that pre-tax deductions will create a variance between year-to-date gross pay and the dollar amounts reported in W-2 federal boxes 1, 3, and 5, as well as possibly boxes 16 and 18 (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 participated in the University's medical insurance during the calendar year, will see the combined employee/employer cost of medical insurance displayed.

### 2. Accessing the W-2 Online

For the current tax year, the Payroll Office will again be mailing W-2s in U.S. mail by **January 31**. Please watch your e-mail for notification of when the W-2s are available online. The online Form W-2 can be used for tax return submissions or simply for a "head start" in preparing your taxes. The online W-2 will not be available until the paper copies are ready for printing and distribution.

## Form 1095C - Affordable Care Act

Full time employees who are eligible for medical coverage will receive a Form 1095-C. For more information on the filing requirements for health insurance coverage please visit: <https://www.irs.gov/Affordable-Care-Act>.

## Employees & Supervisors: Time Sheets and Leave Reports

### 1. Submitting timesheets

Given the regulatory/tax requirements related to timely employee payments for a given payroll, as well as the processing time needed to complete each payroll, it is **essential** that payroll-related items, such as staff and student time sheets, be approved by the listed deadline to avoid delaying pay to affected employees.



Additionally, timely submissions of monthly administrative leave reports ensures an accurate record of leave balances for scheduling/monitoring leave requests and usage and in the event of a leave of absence.

### 2. Reminder of Working Hours and Overtime

FLSA (Fair Labor Standards Act) regulations require that all non-exempt (i.e., hourly) employees report—and be paid for—all time worked. This includes time worked over approved breaks, hours outside of normally-scheduled hours, and even unapproved hours. Both employees and supervisors are responsible for assuring that all work time is reported and that employees are working only during their approved hours.

Also, FLSA and Messiah policy requires that overtime be paid when time worked exceeds 40 hours in a given work week (defined as Sunday – Saturday). Additional information on calculating and paying overtime can be found in the Human Resources Employment Policies

[http://www.messiah.edu/info/20591/policies/1016/human\\_resources\\_manual](http://www.messiah.edu/info/20591/policies/1016/human_resources_manual).

## 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 found 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). 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>.



**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](http://www.messiah.edu/info/20591/policies/1016/human_resources_manual).

## 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/hrc>

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>

Sign up to create a MySocialSecurity account to see earnings history and estimated future benefit.

Retirement Estimator →

<https://www.ssa.gov/myaccount/retire-calc.html>

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

## 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.