SEMI-ANNUAL PAYROLL MEETING

PAYROLL AND DATA MANAGEMENT

12/1/2016
AGENDA FOR TODAY

• International Tax Compliance
• Payroll Processing Reminders and Information
• Data Management Topics
• Additional Reminders and Information
• Questions and Wrap Up
PAYROLL AND DATA MANAGEMENT STAFF

- Adam Cantwell – Director of Payroll
  - Alice Ahten – Administrative Assistant

- Sheretha Measells – Payroll Manager
  - Creshona George – Accountant III
  - Ambra Gray – Payroll Analyst
  - Asheley Lankford – Payroll Analyst

- Natalie Cummings – HRIS Manager - Payroll
  - Amber Gray – Data Processing Analyst
  - Jay Manikandan – Data Processing Analyst

- Nancy Barganier – University Tax Accountant
INTERNATIONAL TAX COMPLIANCE

NANCY BARGANIER, UNIVERSITY TAX ACCOUNTANT
FOREIGN NATIONAL EMPLOYEES

• Must complete FNIS – Foreign National Information System process as a new hire
• FNIS is a web-based, data entry software application for foreign national tax compliance
• Determines US tax status and income tax treaty analysis
• Prepares IRS tax forms needed for Payroll
• www.utdallas.edu/bursar/taxes/fnis/
INTERNATIONAL TAX COMPLIANCE OFFICE

• Wanda Beverly retired effective 9/30/2016
• International Tax Compliance Office contacts:
  – Nancy Barganier – University Tax Accountant
    • Nancy.barganier@utdallas.edu, x4106
  – Student workers in International Tax Compliance
    located in Bursar’s Office
    • Grace Chen and Antony Kuo
    • taxcompliance@utdallas.edu, x3504
FNIS - FOREIGN NATIONAL INFO. SYSTEM

http://www.utdallas.edu/bursar/taxes/fnis/
PAYROLL PROCESSING REMINDERS

SHERETHA MEASELLS, PAYROLL MANAGER
PAYROLL PROCESSING REMINDERS

• Time and Labor
  – Late Approvals (Deadlines)
  – Available UTD Time and Labor Reports
  – Time and Labor Support

• Overpayments
  – Term / End of Assignment ePARs
  – Leave of Absence ePAR
PAYROLL PROCESSING REMINDERS

• Encourage Direct Deposit and Electronic W-2 Consent – Help Spread the Word
• REU Participant Support – No changes from recent process
• Checks Not Picked Up in 30 Days / Checks Not Cashed
• Payroll Inbox & Contacting Payroll
• Payroll Deadlines for December
Reports To, ePAR, Job Versus DBT

Natalie Cummings, HRIS Manager
**Reports To**

- Gathering Data and Updating the System
- Must be a Person on a Position
- Separate from Time and Labor/ePAR Approvers
- Why we are Gathering this Data
- Updating Reports To via ePAR
ePAR

• Consolidated List of Issues
• ePAR Inbox
• New Query for Approvals
• Department Visits
• Additional Training
• Updating Ask Yoda
ePAR

- JAC needed for Prior FY
  - Enter effective date first
  - Entering wrong effective date
ePAR

- Funding Date Range changes
  - Follow the current ranges if possible
  - New dates can be introduced
  - Don’t collapse multiple ranges into one
- JAC vs Change Funding
Payroll and Data Management

Job vs Funding – End Dates

Effective Date: 09/01/2016

Effective Date: 05/01/2015

Funding End Date: 01/18/2016

Last Start Date: 04/06/2012

Expected Job End Date: 08/31/2017
ADDITIONAL REMINDERS AND INFORMATION

ADAM CANTWELL, DIRECTOR
ADDITIONAL REMINDERS AND INFORMATION

• Employees with No Social Security Number

• Year End Review
  – Old Year / New Year Funding
  – Hourly Employee Roll Planning

• January 2\textsuperscript{nd} Check Date
PAYROLL AND DATA MANAGEMENT

COMMENTS AND QUESTIONS?

ADAM CANTWELL, DIRECTOR