



Aggie

PAYROLL

NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY

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POINTS OF INTEREST IN THIS ISSUE

Electronic W-2 Information

Pay Stub Format Changes

Pay Document Deadline

Employees Filing Exempt Status

Pay Document Deadline

As a reminder, if you need to request changes to your tax forms or to your direct deposit account information, your documents should be received in the Payroll Office by the 10th of the month. Submitting your request by the deadline will ensure accurate and timely processing. Emergency changes will be processed as needed.

The **Aggie Payroll** newsletter is published quarterly by the Payroll Office at North Carolina Agricultural and Technical State University.

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North Carolina Agricultural and Technical State University is an AA/EEO employer, and it is an ADA compliant institution; thus, facilities are designed to provide accessibility to individuals with physical disabilities.

FUTURE TOPICS

Submitting and Approving Timesheets

Payroll Deductions

Payroll Updates

FAQs

Electronic Form W-2—Online on Self Service Banner

The Payroll Office is excited to announce that beginning with the 2012 W-2 form, instead of paper copies, employees **may choose** to receive their W-2 online through Self Service Banner (SSB).

North Carolina A&T State University is required by the IRS to furnish all employees with a Form W-2 for each calendar year to be used in completing the employees' annual tax returns. The Form W-2 details the employee's compensation and tax withholding amounts for the year.

There are numerous benefits of receiving Form W-2 electronically:

- Eliminates the possibility of an employee's Form W-2 being lost, stolen, delayed or misplaced by the US mail service.
- Access is available at the same easy-to-use, secure web site at which an employee can access his/her wage and general account information.
- The employee can reprint W-2 copies as often as needed.
- Multiple levels of security, including the employee's ID number and personal PIN number, protect all information within the Employee Self Service System.

Employees who would like to consent to receive an electronic W-2 can do so beginning January 7, 2013 through close of business on January 22, 2013. **If you choose not to receive your W-2 electronically, no action is required.**

Please visit the Payroll Office Website for additional information regarding disclosure notices, consent form and instructions on how to consent to receive your W-2 electronically as well as instructions on how to access your electronic W-2.

Our direct deposit (Depnote) and check format is changing to provide a more enhanced explanation of tax information, and will now display employer YTD totals. **Visit the Payroll Office website for details.**

...ALERT...



If you claimed exempt tax withholding status in 2012 and you want to continue your exempt status, you must submit new withholding forms for 2013 prior to **January 31, 2013.**

Forms W-4 (Federal withholding) and NC-4 (North Carolina withholding) must be completed and returned to the Payroll Office prior to the deadline. Failure to submit new forms by **January 31** will result in the change of your withholding status to single with zero allowances on **February 28, 2013.**

This **ALERT** only applies to employees who have elected exempt status (to not have taxes withheld from their pay). **You should claim exempt status only if you meet the eligibility requirements.** Forms are available on the Payroll website and in the Payroll Office.