
Memorandum

To: All Temple University Employees
From: Jenine D. Gouch, Assistant Director
Date: December 1, 2011
Subject: **IMPORTANT PAYROLL 2011 CALENDAR YEAR END DEADLINES**

CITY WAGE TAX REFUND REQUESTS

December 5, 2011 is the last day to submit all City Wage Tax Refund requests for 2011 to the Payroll Management Office. The request must be accompanied by the appropriate supporting documentation (unless the days are in December, see Note 1 below) in accordance with the established Temple University policy regarding Philadelphia City Wage Tax Refunds. **THERE WILL BE NO EXCEPTIONS TO THIS DEADLINE.** Any refund request submitted **AFTER** this date or **WITHOUT** the appropriate supporting documentation will **NOT** be honored and the employee will be required to file for the refund directly with the City of Philadelphia.

Note 1: Any time already scheduled for an employee to be working outside Philadelphia during the month of December after this deadline should be included on this request and forward the supporting documentation as soon as it is available. This form and related instructions can be obtained from the University forms website at <http://www.temple.edu/hr/departments/payroll/forms.htm>.

ADDRESS CHANGES & PA ACT 32 CERTIFICATIONS

December 9, 2011 is the final date for all employees to verify their permanent address in Self Service Banner (SSB) and provide PA Act 32 certification in the specially designated TUPortal channel. This address will be used to:

1. **Determine the local tax to withhold from an employee's pay beginning in January 2012 in accordance with PA Act 32 and,**
2. **Mail W-2 Forms for those employees who do not consent to receive an electronic form or who are terminated as of December 31, 2011.**

Any changes must be made through SSB on the TUPortal at <http://tuportal.temple.edu> or send an e-mail to HRpayroll@temple.edu. We encourage all employees to verify this information throughout the year.

EMPLOYEE TERMINATIONS

December 9, 2011 is the last day for all employees that will be leaving the University by December 31, 2011 to visit SSB via the TUPortal to update their current permanent address so that any final payments and/or W2 forms are sent to the correct address.

2011 W-2 ELECTRONIC CONSENT AND 2011 FORM W-2 DISTRIBUTION

December 31, 2011 is the last day for employees to sign up to receive your 2011 W-2 Wage and Tax Statement electronically online through the TUPortal website. All “Active” employees are eligible to participate in this program and if you have already provided your consent no additional action is needed. As an employee, your consent is required to obtain the form online in lieu of receiving a paper form.

In January 2012, you will receive an E-mail notification from Payroll Management when the 2011 W-2 form is available and we will provide you with additional instructions for obtaining the electronic copy of your W-2 form. For those employees not providing electronic consent, a paper copy of the 2011 W-2 form will be mailed to the address we have on record.

IRS FORM W-4 EXEMPTION FROM FEDERAL INCOME TAX WITHHOLDING

February 16, 2012 is the last day employees, including **student workers** that have claimed an exempt from withholding of federal income tax on their 2011 W-4 form have to submit a new W-4 form in order to retain the exemption from federal income tax withholding for 2012. This can be done via the ***W-4 Employee's Withholding Allowance link*** in Self-Service Banner (SSB) in the TUPortal.

If a new W-4 is not received, federal income tax will be withheld from their paycheck at the federal filing status of single zero and cannot be refunded. The individual will have to file for the refund when they file their 2012 1040 federal income tax return in 2013.

Thank you for your cooperation in honoring these deadlines. If you have any questions, please feel free to contact Jenine D Gouch, Assistant Director at ext 7-2244. **Visit the Temple Forms Website at: www.temple.edu/forms.**