What is PA Act 32?

• Act 32 requires uniform withholding of earned income taxes (EIT) and remittance to a single local collector or Tax Officer. The Act applies to the earned income taxes levied and collected after December 31, 2011.

Employers who maintain worksites in PA or employ individuals who may work from their homes are required to withhold applicable Earned Income Tax (EIT) from those employees.
What is my responsibility as an employee?

- Every employee working in the state of PA must certify their work location.

- At Temple University, we have created a channel in TUportal where you can complete an online process to comply.

- All employees must make sure that their permanent address AND work location are updated at all times.
What do I need to do in order to comply with PA Act 32?

Go to tuportal.temple.edu and log in using your accessnet user ID and password.
Staff tools tab in TUportal

Click on Staff Tools

Click on PA Act 32 Certification Update
Let’s begin the PA Act 32 Certification

The PA Act 32 Certification process is a 3-step process for Pennsylvania residents living outside of Philadelphia and 2-steps for everyone else. The steps are:

- **Step 1:** Certify Permanent Home Address
- **Step 2:** Certify Municipality (PA Residents With a PERMANENT home address outside of Philadelphia ONLY).
- **Step 3:** Certify Work Location(s)

Click here. This will begin the PA Act 32 certification process.
Your permanent address will appear here.....

If this address is correct, click the button below to continue to the next step.

Otherwise, stop the PA Act 32 certification process with the close button on this inner window, and update your permanent home address in Self-Service Banner (SSB), and then return here to complete the certification.

✅ I certify that my home address is correct. Go to Step 3

Once you confirm your permanent address, click here.
Step 1 continued

- If you get to step 1 and your permanent address is not correct, you will need to update your address in Self Service Banner prior to continuing with this process.
Certify the municipality where you live. If you know the name of your municipality, *slowly* begin typing it on the line and a drop down menu will appear. **Choose your municipality and certify.**
Step 3

Step 3: Certify work location(s)

Please select at least one work location. The menus below list campuses and work locations in Pennsylvania.

If you work in PA, but your work location isn’t listed, choose the campus closest to your work location.

If you work at a location Outside of PA or Outside of the United States and it is not listed, choose “Other Locations Outside of PA”. In addition, you are required to download and complete the Residency Certification Form and send it to the Payroll Management office ASAP by fax at 215-926-2262 or via email paact32@temple.edu.

Choose up to 3 work locations. Make sure your allocations total 100%
If your work location is outside of PA

You will need to complete this form and email to paact32@temple.edu
Where can I find my previous PA Act 32 certification?

The PA Act 32 Certification process is a 3-step process for Pennsylvania residents living outside of Philadelphia and 2-steps for everyone else. The steps are:

| Step 1: Certify Permanent Home Address |
| Step 2: Certify Municipality (PA Residents With a PERMANENT home address outside of Philadelphia ONLY). |
| Step 3: Certify Work Location(s) |

Click on tab to view PA Act 32 certification history
**PA Act 32 FAQ’s**

**Why am I required to complete the PA Act 32 online process/form?**

The information on this form is required by the Commonwealth of Pennsylvania. This form must be completed by all current employees, all newly hired individuals for entry into the Temple University’s Banner HR/Payroll system, those returning to the University from a terminated status, and in the event of an address change.

**Where do I find my municipality?**

Please note: As a result of an increase in demand on the State of Pennsylvania’s “Find You Municipality tool”, you may experience delays or errors when attempting to access the site. This site is maintained by the State of Pennsylvania. It is our understanding that the state is working to resolve the access issues.

**My permanent address is outside of PA. Do I need to complete this process/form?**

Yes, all employees entered into the Banner Payroll/HR system must complete a RCF. However, out of state residents can leave three fields on the form blank: county, school district, and municipality. If you work in Pennsylvania but live outside of the state, the University will withhold the applicable Local Earned Income Tax at the current non-resident rate or Philadelphia City Wage Tax whichever is applicable.
Questions regarding PA Act 32

- Please send an email to paact32@temple.edu
- Contact Lisa Carrasquillo @ 215-926-2243
Payroll 101
What are payroll taxes?

*Payroll taxes* are those taxes withheld from your employees’ paychecks, as well as those taxes you pay as an employer based on the wages you pay your employees. These include:

- Social Security and Medicare
- Federal and state unemployment
- Personal income tax (federal and state)
- Miscellaneous other state taxes

<table>
<thead>
<tr>
<th>FEDERAL INSURANCE CONTRIBUTION ACT (FICA):</th>
<th>2014</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Security Wage Base</td>
<td>$117,000</td>
<td>$113,700</td>
</tr>
<tr>
<td>Medicare Wage Base</td>
<td>Unlimited</td>
<td>Unlimited</td>
</tr>
<tr>
<td>Tax Rate - Combined</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Employee</td>
<td>7.65%</td>
<td>7.65%</td>
</tr>
<tr>
<td>- Employer</td>
<td>7.65%</td>
<td>7.65%</td>
</tr>
<tr>
<td>Social Security Rate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Employee</td>
<td>6.2%</td>
<td>6.2%</td>
</tr>
<tr>
<td>- Employer</td>
<td>6.2%</td>
<td>6.2%</td>
</tr>
<tr>
<td>Medicare Rate</td>
<td>1.45%</td>
<td>1.45%</td>
</tr>
<tr>
<td>Additional Employee Medicare Withholding on wages over $200,000</td>
<td>0.9%</td>
<td>0.9%</td>
</tr>
<tr>
<td>Maximum Social Security Withholding</td>
<td>$7,254.00</td>
<td>$7,049.40</td>
</tr>
<tr>
<td>Maximum Medicare Withholding</td>
<td>Unlimited</td>
<td>Unlimited</td>
</tr>
</tbody>
</table>
What are Pre-Tax deductions?

Pre-tax deductions are deductions applied to an individual’s gross income, thereby decreasing the amount of wages upon which local, state and federal taxes will be owed. In addition to income tax liabilities, pre-tax deductions also decrease a worker’s required contributions to Medicare and Social Security. One goal of making certain payments pre-tax is to provide incentive for people to plan ahead for various life events, such as retirement and medical expenses.

Common Pre-Tax deductions

- Health insurance (employee co-pay)
- Dental insurance
- Retirement plan (TIAA/Cref, Fidelity, SRA)
- Flexible savings account
- Dependent care
- Transportation
- Parking
Where can I get answers to questions related to my paycheck?

- View your paystub
- Make changes to your direct deposit information
- View deduction and earnings history
- Update W4
- Etc...
Where can I locate my W-2 form?

- W-2 forms are located on the ADP website
  - [https://w2.adp.com](https://w2.adp.com)
- All W-2 related questions or concerns (log in issues etc..) must be addressed to our specified email address:
  [hrpayroll@temple.edu](mailto:hrpayroll@temple.edu)
How does Graduate Tuition affect my paycheck?

What is the schedule for taxing employees for Graduate tuition in accordance with Internal Revenue Code Section 127 and what taxes will be withheld?

In accordance with the Economic Growth and Tax Relief Act of 2001 passed on June 7, 2001, Internal Revenue Service Code Section 127 (employer-provided educational expenses), the value of tuition remission benefits provided to eligible Temple University employees taking graduate courses in excess of the federal threshold of $5,250, are subject to federal income tax withholding. In addition, it is also subject to FICA, Medicare and State withholding.

The Payroll Withholding Schedule will be as follows with the amount of the tuition benefit spread evenly over the number of pay periods indicated:

<table>
<thead>
<tr>
<th></th>
<th>Fall Semester</th>
<th>Spring Semester</th>
<th>Summer Session I</th>
<th>Summer Session II</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Monthly Payroll:</strong></td>
<td>October-November-December</td>
<td>March-April-May</td>
<td>June</td>
<td>August</td>
</tr>
<tr>
<td><strong>Biweekly Payroll:</strong></td>
<td>4 biweekly periods beginning in the 2nd pay period of October.</td>
<td>4 biweekly periods beginning in the 2nd pay period of March.</td>
<td>2 biweekly periods beginning in the 2nd pay period in June</td>
<td>2 biweekly periods beginning in the 1st pay period in August</td>
</tr>
</tbody>
</table>

If you have questions directly related to the taxation of your Graduate Tuition, please contact Shelley Biagas at deshelle@temple.edu
Dates to remember in Payroll Management

- All forms (ie: payroll adjustment, expense distribution, city wage tax refund and parking forms) for monthly paid employees must be received in Payroll Management NO LATER THAN the 10th of every month
  - Monthly forms can be sent to hrpayrollm1@temple.edu

- All forms (ie: payroll adjustments, expense distribution & parking forms) for Biweekly paid employees must be received in Payroll Management by noon every other Monday
  - Biweekly forms can be sent to hrpayrollb1@temple.edu

- Monthly employees are paid on the last business day of each month
- Biweekly employee are paid every other Friday
Payroll Management Contact Information

- Main number: 215-926-2244
- Nancy Hinchcliff (AVP) 215-926-2244
  - “Other duties as assigned”
- Jenine Gouch (Assistant Director): 215-926-2234
  - “Other duties as assigned”
- Lisa Carrasquillo (Manager): 215-926-2243
  - PA Act 32/Garnishments/Overpayments AND all other payroll related inquiries
- Shelley Biagas (Administrative Coordinator): 215-926-2240
  - Foreign Nationals/Graduate Tuition
- Gloria Gainey (Administrative Specialist): 215-926-2254
  - Monthly payroll/W2’s and City Wage Refunds for business travel ONLY
- Elizabeth Gonzalez (Administrative Specialist): 215-926-2258
  - Biweekly payroll