HR Liaisons

Monday, February 10, 2020
EUC, Maple Room
9:00 - 10:30 AM
Welcome

Jeanne Madorin
Associate Vice Chancellor and Chief Human Resources Officer
Payroll

Yolonda Crim
Payroll Accounting and Tax Manager
Payroll Reminders

Tax forms or direct deposit forms – Mail, fax or bring to Payroll office

Use Quick Reference Guide

Left, on LWOP or returned from LWOP – Notify Human Resources

Exempt from Federal and/or State taxes - Submit new forms to keep that exemption beginning in February
Payroll Changes

New 2020 w-4

No allowances must value dependents

IRS NOT requiring all current employees to fill out a new form

Withholding tables designed to work with new and prior year forms

IRS recommends a “paycheck checkup”
Payroll

Payroll

Self-service Banner from UNCGenie

Update W-4

Review Form W-4 2020 for required information on completing a new form W-4. Once you have made changes you will be required to certify these changes by clicking on Certify Changes and then clicking on OK in the pop up window.

NOTE: The IRS no longer uses allowances. Dollar values must be entered for dependents.

The IRS released a new W-4 form for 2020. The filing status and additional withholding amount (if any) will default in to the new form fields, but number of allowances/exemptions are no longer used. If you would like to review that information you can access your W-4 History.

- indicates a required field.

Federal Tax Withholding

Deduction Effective as of: Feb 01, 2020

If your last name differs from that shown on your Social Security card, check here: □

Note: See Form W-4 instructions.

Effective date of Change: [MM/DD/YYYY]:

Note: Effective date must be after Jan 31, 2020 the date you were last paid.

Deduction Status: □ Active

I claim exemption from withholding for the tax year specified, and I certify that I meet both of the following conditions for exemption.

- Last year I had no tax liability and
- This year I expect to have no tax liability.

If you meet both conditions, select "Exempt" in Deduction Status field.

Filing Status: □ Married

- Select if you are a Non-Resident Alien.
- Select if you and your spouse each have one job, with similar pay, or you have 2 or more jobs.

Step 2C Indicator:

- Dependents under 17 999999.99:
  - Multiply the number of qualifying children under age 17 by $2,000 and enter $ amount here.
- Other Dependents 999999.99:
  - Multiply the number of other dependents by $180 and enter $ amount here.
- Dependent Amount 999999.99:
  - Step 2A) Add the amounts above and enter the total here.
- Other Income 999999.99:
  - Step 3A) See Form W-4 instructions.
- Deductions 999999.99:
  - Step 4A) See Form W-4 instructions.
- Additional Withholding 999999.99:
  - Step 4B) Extra Withholding. Enter any additional tax you want withheld each pay period.

Certify Withholding

[Submit]
Talent Solutions

Dr. Veronica Sills
Talent Solutions Manager
Talent Solutions

New Talent Solutions Team Members

Cati Munoz, Talent Consultant (temp employee recruitment)
Katie Haynes, Talent Acquisition Specialist
Lauren McKiver, Talent Acquisition Specialist
Lori Green, Administrative Support Associate

Role of the Talent Solutions Team
Talent Solutions

HR Liaison Training:
Submitting Position Modifications

Tuesday, March 3, 2020 (Tentative)
2:00 pm-3:30 pm
HR training room - Bryan 113
Human Resources Information Systems (HRIS)

Sean Farrell
HRIS Manager
HR advises that you always use UNCG equipment.

Using UNCG equipment reduces risk of data exposure and loss of business related work.
Equal Employment Opportunity & Affirmative Action

Patricia M. Lynch, SPHR, SHRM-SCP

Director, Equal Employment Opportunity and Affirmative Action
EEODF

Location: Bryan 113
Time: 8:30 am – 4:30 pm

2020 dates
January 14  June 9
February 11  July 14
March 10  August 11
April 14  September 15
May 12  October 13
Updates and Questions

Jeanne Madorin
Associate Vice Chancellor and Chief Human Resources Officer
Updates and Reminders

Benefits

Check your check

Workers’ Comp reminder

Paid Parental Leave has been added to the Non-Exempt Timesheet, and the Exempt Leave Report
Questions/Comments