

Communication Skills in Payroll

Understanding Your Role as a Payroll Manager

May 4, 2023

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Jasper City Schools

Communication Skills in Payroll

- ❖ It's important to understand that you are responsible for maintaining an open line of communication with your employees.
 - ❖ Trust
 - ❖ Transparency
 - ❖ Build Relationships



W4 Tax Form

○ There are two sets of tax tables in Nextgen

- Standard – Used if the Form W-4 is from 2019 or earlier, or if the Form W-4 is from 2020 or later AND the box in Step 2c of Form W-4 is **NOT** checked.
- Checkbox – Used if the Form W-4 is from 2020 or later AND the box in Step 2c of Form W-4 is **IS** checked.
- Keep in mind employees transferring from another school system is most likely on the standard tax table with their previous employer.



Form **W-4**

Employee's Withholding Certificate

OMB No. 1545-0074

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.
Give Form W-4 to your employer.
Your withholding is subject to review by the IRS.

2023

Step 1:
Enter Personal Information

(a) First name and middle initialLast name

Address

City or town, state, and ZIP code

(c) ☐ Single or Married filing separately
☒ Married filing jointly or Qualifying surviving spouse
☐ Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)

(b) Social security number

Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov.

Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, other details, and privacy.

Step 2:
Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.
Do **only one** of the following.
(a) Reserved for future use.
(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; or
(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is generally more accurate than (b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, (b) is more accurate.
Do NOT check this box if you want more taxes withheld. ☒
TIP: If you have self-employment income, see page 2.

Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)

Step 3:
Claim Dependent and Other Credits

If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly):
Multiply the number of qualifying children under age 17 by \$2,000 \$
Multiply the number of other dependents by \$500 \$
Add the amounts above for qualifying children and other dependents. You may add to this the amount of any other credits. Enter the total here **3** \$

Step 4 (optional):
Other Adjustments

(a) **Other income (not from jobs).** If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income **4(a)** \$
(b) **Deductions.** If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here **4(b)** \$
(c) **Extra withholding.** Enter any additional tax you want withheld each pay period . . **4(c)** \$ **100.00**

Step 5:
Sign Here

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

Employee's signature (This form is not valid unless you sign it.)

Date

Employers Only

Employer's name and address

First date of employment

Employer identification number (EIN)

For Privacy Act and Paperwork Reduction Act Notice, see page 3.

Cat. No. 10220Q

Form **W-4** (2023)

2023 Percentage Method Tables for Automated Payroll Systems and Withholding on Periodic Payments of Pensions and Annuities									
STANDARD Withholding Rate Schedules (Use these if the Form W-4 is from 2019 or earlier, or if the Form W-4 is from 2020 or later and the box in Step 2 of Form W-4 is NOT checked. Also use these for Form W-4P from any year.)					Form W-4, Step 2, Checkbox, Withholding Rate Schedules (Use these if the Form W-4 is from 2020 or later and the box in Step 2 of Form W-4 IS checked)				
If the Adjusted Annual Wage Amount on Worksheet 1A or the Adjusted Annual Payment Amount on Worksheet 1B is:					If the Adjusted Annual Wage Amount on Worksheet 1A is:				
At least—	But less than—	The tentative amount to withhold is:	Plus this percentage—	of the amount that the Adjusted Annual Wage or Payment exceeds—	At least—	But less than—	The tentative amount to withhold is:	Plus this percentage—	of the amount that the Adjusted Annual Wage exceeds—
A	B	C	D	E	A	B	C	D	E
Married Filing Jointly					Married Filing Jointly				
\$0	\$14,800	\$0.00	0%	\$0	\$0	\$13,850	\$0.00	0%	\$0
\$14,800	\$36,800	\$0.00	10%	\$14,800	\$13,850	\$24,850	\$0.00	10%	\$13,850
\$36,800	\$104,250	\$2,200.00	12%	\$36,800	\$24,850	\$58,575	\$1,100.00	12%	\$24,850
\$104,250	\$205,550	\$10,294.00	22%	\$104,250	\$58,575	\$109,225	\$5,147.00	22%	\$58,575
\$205,550	\$379,000	\$32,580.00	24%	\$205,550	\$109,225	\$195,950	\$16,290.00	24%	\$109,225
\$379,000	\$477,300	\$74,208.00	32%	\$379,000	\$195,950	\$245,100	\$37,104.00	32%	\$195,950
\$477,300	\$708,550	\$105,664.00	35%	\$477,300	\$245,100	\$360,725	\$52,832.00	35%	\$245,100
\$708,550		\$186,601.50	37%	\$708,550	\$360,725		\$93,300.75	37%	\$360,725
Single or Married Filing Separately					Single or Married Filing Separately				
\$0	\$5,250	\$0.00	0%	\$0	\$0	\$6,925	\$0.00	0%	\$0
\$5,250	\$16,250	\$0.00	10%	\$5,250	\$6,925	\$12,425	\$0.00	10%	\$6,925
\$16,250	\$49,975	\$1,100.00	12%	\$16,250	\$12,425	\$29,288	\$550.00	12%	\$12,425
\$49,975	\$100,625	\$5,147.00	22%	\$49,975	\$29,288	\$54,613	\$2,573.50	22%	\$29,288
\$100,625	\$187,350	\$16,290.00	24%	\$100,625	\$54,613	\$97,975	\$8,145.00	24%	\$54,613
\$187,350	\$236,500	\$37,104.00	32%	\$187,350	\$97,975	\$122,550	\$18,552.00	32%	\$97,975
\$236,500	\$583,375	\$52,832.00	35%	\$236,500	\$122,550	\$295,988	\$26,416.00	35%	\$122,550
\$583,375		\$174,238.25	37%	\$583,375	\$295,988		\$87,119.13	37%	\$295,988
Head of Household					Head of Household				
\$0	\$12,200	\$0.00	0%	\$0	\$0	\$10,400	\$0.00	0%	\$0
\$12,200	\$27,900	\$0.00	10%	\$12,200	\$10,400	\$18,250	\$0.00	10%	\$10,400
\$27,900	\$72,050	\$1,570.00	12%	\$27,900	\$18,250	\$40,325	\$785.00	12%	\$18,250
\$72,050	\$107,550	\$6,868.00	22%	\$72,050	\$40,325	\$58,075	\$3,434.00	22%	\$40,325
\$107,550	\$194,300	\$14,678.00	24%	\$107,550	\$58,075	\$101,450	\$7,339.00	24%	\$58,075
\$194,300	\$243,450	\$35,498.00	32%	\$194,300	\$101,450	\$126,025	\$17,749.00	32%	\$101,450
\$243,450	\$590,300	\$51,226.00	35%	\$243,450	\$126,025	\$299,450	\$25,613.00	35%	\$126,025
\$590,300		\$172,623.50	37%	\$590,300	\$299,450		\$86,311.75	37%	\$299,450

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Federal Tax Data:

☐ 2020 Form Federal Tax Status: Exemptions:

Federal \$ or %:

☒ Tax Table ☐ Fixed

☐ Additional ☐ Percent %

☐ Exempt From FWH

☐ Under IRS Regulation Do Not Change Settings

Use this tax table if the box in Step 2 of Form W-4 is NOT checked.

This will deduct more taxes.

Federal Tax Data:

☒ 2020 Form Federal Tax Status:

☐ Multiple Jobs or Spouse Works

Other Dependents Amount:

Other Income Amount:

Other Deductions Amount:

Extra Withholding Amount:

☐ Exempt From FWH

☐ Under IRS Regulation Do Not Change Settings

Use this tax table if the box in Step 2 of Form W-4 is checked.

This will deduct less taxes.

Federal taxes deducted using current tax tables (Box 2 checked)

Difference of -124.91 monthly
-1,498 yearly

Recognition of Higher Degree

- Highest Degree/Equivalency for Pay Purposes
 - Verification of Higher Degree Form submitted to the ALSDE will expedite recognition for pay purposes.
 - Increase pay upon recognition of advanced degree by ALSDE.
 - Upon recognition of higher degree by ALSDE, Jasper City Schools calculates pay based upon date of degree earned.



Name:

Teacher Number:

SSN:

Certificate Count:

License Count:

Bus Certificate Count:

2

1

0

A 5-character endorsement code system is being implemented. During the transition, the endorsement name with its current 3-character code and new 5-character code will appear on the certificate.

Professional Certificate

4/10/2023 - 6/30/2028

[Valid]

Issued on 3/7/2018

Class B, Early Childhood (056)

Grade Level: P-3

Early Childhood Education (0H5)

Early Childhood Education (0H5CF)

Professional Certificate

4/10/2023 - 6/30/2028

[Valid]

Issued on 3/7/2018

Class B, Elementary (75A)

Grade Level: K-6

Elementary Education (0N1)

Elementary Education (0N1GF)

Mail Items

Mail Item	Source	Received
APPLICATION FOR CHANGE OF NAME/ADDRESS	(Unknown)	04/17/2023
AUTOMATED RENEWAL	System	04/10/2023
CITIZENSHIP DOCUMENTATION	(Unknown)	04/10/2023
CITIZENSHIP DOCUMENTATION	(Unknown)	04/10/2023
Checklist	(Unknown)	03/15/2023
TRANSCRIPT	(Unknown)	03/09/2023
VERIFICATION OF HIGHER DEGREE	(Unknown)	03/09/2023
EXPERIENCE	(Unknown)	02/16/2023
EXPERIENCE	(Unknown)	02/16/2023
EXPERIENCE	(Unknown)	02/16/2023
CITIZENSHIP DOCUMENTATION	(Unknown)	02/16/2023
TRANSCRIPT	(Unknown)	02/16/2023
RECOMMENDATION BY IHE FOR CERTIFICATION	(Unknown)	02/16/2023
ALABAMA STATE-APPROVED PROGRAM	(Unknown)	02/16/2023
Print or Reprint-no fee	(Unknown)	03/07/2018
TRANSCRIPT	(Unknown)	01/30/2018
RECOMMENDATION BY IHE FOR CERTIFICATION	(Unknown)	01/30/2018
ALABAMA STATE-APPROVED PROGRAM	(Unknown)	01/30/2018
APPLICATION FOR SUBSTITUTE LICENSE	System	01/30/2014

Memo Notes

Comment	Entered
U.S. Citizen/Lawful Presence Verified	04/10/2023
U.S. Citizen/Lawful Presence Verified	04/10/2023

Highest Degree/Equivalency for Pay Purposes

Degree/Equivalency	Earned	Recognized
MASTER'S	12/08/2022	03/14/2023

If no valid certificate is held, the recognition of Highest Degree/Equivalency for pay purposes is invalid.

Fees

PAY INCREASE DUE TO ADVANCED DEGREE			
EMPLOYEE		DATE ADVANCED DEGREE EARNED	12/8/2022
		DATE ADVANCED DEGREE RECOGNIZED	3/14/2023
OLD DEGREE			
	ANNUAL AMOUNT		49,479.00
	CONTRACT DAYS		188
	DAILY AMOUNT		263.19
	NO. OF DAYS WORKED ON OLD DEGREE		85
	TOTAL EARNED ON OLD DEGREE		22,370.82
ADVANCED DEGREE			
	ANNUAL AMOUNT		57,135.00
	CONTRACT DAYS		188
	DAILY AMOUNT		303.91
	NO. OF DAYS TO BE WORKED ON AD DEGREE		103
	TOTAL EARNED ON ADVANCED DEGREE		31,302.69
TOTAL AMOUNT TO BE EARNED DURING SCHOOL YEAR			\$ 53,673.51
LESS AMOUNT TO BE PAID THROUGH THE LAST CHECK DATED		8/31/23	53,307.00
ADJUSTMENT TO PAY NEXT PAYCHECK PAYROLL ID MARCH 2023			\$ 366.51
NEW MONTHLY AMOUNT BEGINNING WITH CHECK DATED		4/30/23	\$ 4,761.25
PAID		DAYS WORKED	
SEPT	4,123.25	AUG	21
OCT	4,123.25	SEPT	21
NOV	4,123.25	OCT	20
DEC	4,123.25	NOV	18
JAN	4,123.25	DEC	5
FEB	4,123.25	OLD DEGREE	85
SALARY TO BE PAID		DEC	7
MAR	4,761.25	Jan	20
APRIL	4,761.25	FEB	19
MAY	4,761.25	MAR	18
JUNE	4,761.25	APRIL	20
JULY	4,761.25	MAY	19
AUG	4,761.25	(NEW DEGREE)	103
TOTAL	\$ 53,307.00	TOTAL	188

Payroll Monthly Checklist

O Payroll, Payroll, wherefore art thou Payroll?

If an unexpected emergency arises, what steps are in place to help complete payroll so employees receive their paycheck on time?

- Passwords should be kept in a secure location for access by your supervisor or CSFO.
- Payroll checklist should always be accessible showing where you are currently in the progression of completing payroll.



PAYROLL CHECKLIST

RUN ID **APR2023**

- 1) Payroll Run ID Maintenance
 - Create a new payroll run ID
 - Check date & pay period ending date are the same
- 2) PEEHIP Import
 - If employees have resigned, been terminated, hired – go to portal for health insurance and enter changes by the 9th.
 - Download insurance invoice from PEEHIP (rsa-al.gov) when email notification arrives (check before loading to Payroll software)
 - Payroll Deduction File – Text, save as
 - Import PEEHIP file – Payroll Site Specific – 3rd Party Ded.- Browse to find file & hit enter
- 3) Input Pay –
 - Enter input pay and leave for employees
 - **STOP** Remote Input Pay on Run ID
 - Central Office Timesheets
- 4) Input Pay & Leave Edit Report
 - Print 1st report after 2nd report uploads
 - Verify & check
- 5) Pre-Compute Exceptions
 - Pre-Compute – correct errors in employee maintenance and pre-compute again
- 6) Compute Payroll
 - Compute Payroll - correct errors in employee maintenance & deduction master maintenance
- 7) Post Payroll to GL
 - **Check box to REPORT ONLY DO NOT POST!!!** - this may show errors in cash and/or expense accounts – compute again if changes are made
- 8) Prior Period Comparison Report
 - Print prior period comparison report for gross wages & fringes differences
- 9) Payroll Register
 - Print Payroll Register and **include totals grouped by GL (SFund)**
 - Verify report (check PEEHIP #'s)
- 10) Payroll Checks – DS Print Checks
 - Regular (print cover sheet) ○ Vendor ○ Statements
- 11) Payroll Check Register
 - Print Payroll Check Register
- 12) ACH Direct Deposit
 - Generate ACH Direct Deposit – see attached instructions for upload to bank
- 13) Post Payroll to GL
 - Do **not** check the report only option
- 14) PR Check Update
 - Enter Run ID - Enter then Update

Finally, though many theorists have analyzed both industrial and sustainable agriculture from an ideological perspective, most of them partake of a subtle form of materialism, recapitulating the belief that relationships among beings are exclusively external. This subtle materialism precludes the farmer from ascribing interiority to the majority of the beings she is in relationship with. Revisiting transpersonal ecological practices, with an understanding of interiority, yields a truly holistic, integral agriculture that takes seriously the mindset of the farmer and the interiority of the beings on the farm.

- **Truth in Salary Statement**

- All school districts are required to provide an annual itemized statement of employee benefits received as well as information about the total employer contributions to retirement systems and health insurance plans. **Do not confuse the total amount as being your salary as you will be highly disappointed.** This is because the total includes the amount that Jasper City Schools contributes toward health insurance, retirement, social security and medicare for each employee.

- **W2's**

- Please keep in mind wages reported on your W2 is based on calendar year and not the school fiscal year and therefore will not match the salary schedule. If you are trying to match to the salary schedule, please take your gross pay for December (not including supplements for coaching, extra pay, etc) and multiply times 12.
 - Box 1 reports your total taxable wages or salary for federal income tax purposes. This figure includes your wages, salary, and other taxable compensation. Box 1 does not include any pre-tax deductions such as contributions to 403(b) plan, health and dental insurance, medical or dependent care reimbursement plan, contributions to the Retirement System, or other types of pre-tax benefits. These amounts show in Box 14 and are deducted from your earnings to arrive at the total in Box 1.



- Beneficiary – send reminder several times a year
 - Teacher Retirement System of Alabama and RSA-1 (if applicable)
 - Include Designation of Beneficiary Prior to Retirement form
 - Optional Policies
 - American Fidelity
 - Texas Life
 - Liberty National
 - Life of Alabama
 - AEA
 - Bank – It is important to have a Payable on Death (POD) beneficiary on your checking and savings account to receive the balance of funds when the last owner on the account passes away.



Each year I am reminded as I meet with employees regarding retirement just how important it is to invest in an additional savings plan. This is especially important for our TIER II employees. Remind all employees about RSA-1 and other deferred compensation plans your system may offer.

Teacher Retirement System of Alabama / PEEHIP

Notify employees often about creating a member online service account. This is the notification I send out each semester.

Have you enrolled in Member Online Services yet? The online portal is an easy and convenient way to access everything you need. With a Member Online Services account, you can:

- View your account details
- Update your contact information
- Change address
- PEEHIP:
 - View current coverage(s)
 - Enroll in PEEHIP or change coverage(s)
 - Upload required documents
 - Make PEEHIP payments

Log onto rsa-al.gov to create your member online services account. Please contact me for your PID number to complete registration.



January is a great month to remind employees about the deadline dates for retirement as most employees retire effective June 1st.

RETIREMENT COUNTDOWN IN PROGRESS

Please be advised that the deadline to file an Application for Retirement is 30 to 90 days prior to the retirement date, as required by the *Code of Alabama, 1975*. If you are unable to have your document notarized, you should still submit your signed Application for Retirement to the RSA 30 to 90 days prior to the retirement date. You should always mail the original document to RSA at the address listed on the form, but, to meet the deadline, you may also submit a copy of the form by fax at 877.517.0021, upload to your MOS account, or email trs.info@rsa-al.gov.

TRS Retirement Preparation Timeline



3 to 5 Years Prior

- Access your MOS account at mso.rsa-al.gov.
- Verify that your beneficiary, contact info, and other data on file is correct.
- Register to attend a Retirement Preparation Seminar.
- Use the online retirement calculator to estimate your benefits.



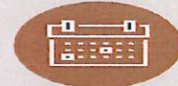
1 to 3 Years Prior

- Request a retirement benefits estimate report from the TRS.
- Schedule a telephone, online, or in-person appointment to speak with a retirement counselor.
- Utilize our online retirement videos, publications, and PEEHIP retiree premium calculator.



3 to 6 Months Prior

- Notify your employer of your potential retirement, and identify any additional employer requirements (such as a resignation letter or exit interview).
- Complete all sections of the RETIREMENT APPLICATION PACKET PART I, including your beneficiary's SSN and DOB.
- Submit the signed and notarized application to the TRS **30 to 90 days** prior to your requested retirement date.
- If you or any of your PEEHIP dependents are Medicare eligible, ensure Medicare Part A and Part B are effective on your date of retirement.



Prior to Retirement

- TRS will send you the RETIREMENT APPLICATION PACKET PART II.
- Select your retirement option and designate your federal tax withholding in PART II.
- Return the signed and notarized form to TRS **prior to your retirement date**.
- If you decide to cancel your retirement, you must submit a signed cancellation request to TRS prior to your retirement date.

MONTHLY RETIREMENT BENEFIT CHOICES

1. ~~MAXIMUM MONTHLY BENEFIT~~
2. OPTION I – (REMAINING ACCOUNT BALANCE)
3. OPTION II – (100% SURVIVOR BENEFIT)
4. OPTION III – (50% SURVIVOR BENEFIT)

The retiree receives a lifetime monthly benefit with any of the choices.

The member must select either the Maximum Monthly Benefit or one of the Optional Monthly Benefits on the RETIREMENT BENEFIT OPTION SELECTION form. Failure to select either the Maximum Monthly Benefit or one of the Optional Monthly Benefits will, **by law**, result in the Maximum Monthly Benefit as the member's retirement benefit selection.



- Wellness Screening

- Participating pharmacies now offer a new convenient way to get the annual wellness screening
 - PEEHIP members and spouses enrolled in the Blue Cross Blue Shield Group #14000 Plan have a new, convenient way to get their annual wellness screening. This means you can get your annual wellness screening at a local participating pharmacy on your own schedule. I have attached a list of participating pharmacies. If you choose to get your screening at a pharmacy, an appointment may be required. Also, remember to bring your PEEHIP Blue Cross and Blue Shield of Alabama ID Card. Screenings at pharmacies are provided free of charge to PEEHIP members.
 - *Attach the Pharmacy Biometric Screening and Referral Form and Biometric Screening Pharmacy List*

IMPORTANT PEEHIP NOTIFICATIONS

- Transfer Employees – Enrolled in PEEHIP coverage
 - Transfers need to log onto their MOS account and pay the premium due for August coverage
- New Employees - Enrolling in PEEHIP coverage
 - Failure to timely pay your initial premiums will result in a claim hold being placed on your account. A claim hold will prevent you and your dependents from using your coverage. Once payment is received, the hold will be removed
- ALL Employees – Members NOT Enrolled in a PEEHIP Hospital Medical Plan
 - Members who choose not to enroll in a PEEHIP hospital medical plan can enroll in the PEEHIP Supplemental Medical Plan or up to four Optional Coverage Plans at no premium cost for individual or family coverage. Spouses who are independently eligible for PEEHIP coverage cannot be covered by a PEEHIP hospital medical plan and enroll in the PEEHIP Supplemental Medical Plan or the Optional Coverage Plans at no cost.

*The two things
in life you are in
total control over
are your attitude
and your effort.*



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