Payroll Update
March 2, 2012

This issue of the Controller’s Connection: Payroll Update provides information on projects currently underway in the NYU Payroll Department. Included are updates on the Social Security Wage Base, the Taxable Tuition Remission Schedule for Spring 2012, NYU myTime, planned enhancements of the Off-Cycle Paycheck Request process and ePRINTVIEW Online 2011 Form W-2 service.

Social Security 2012 Updates

Wage Base
The 2012 social security wage base will be $110,100 - up from $106,800 where it had been set for the past three years. There is no change or limit to wages subject to the Medicare tax. As such, all covered wages are still subject to the 1.45% tax rate.

Tax Rates
The Federal Government has extended the 4.2% employee withholding Social Security tax rate through 12/31/12.

Spring 2012 Taxable Tuition Remission Schedule

The schedule for taxable tuition for the Spring 2012 semester is now available online in the Payroll Resources on the Controller’s Division website. Click here to download a copy.

NYU myTime Planned Improvements

Automating Removal of Time Sheet Approver From Ended Assignments/Appointments

The Payroll Team is working with Workforce (the myTime vendor) to establish an automated solution to remove Time Sheet Approvers when their appointment/assignment has ended.

Currently in myTime, there is not an automatic process to remove Time Sheet Approvers from employee jobs that have ended or expired. As a result, the Time Sheet Approver will continue to see the employee job information under the My Employees Time and Approve Time Sheets links and receive email notifications.

Time Sheet Approvers or Human Resources Officers (HRO, HRO+) can request the manual removal of an approver by sending a request by email to AskPayroll@nyu.edu. Please include the following information:

- Employee Name
- Employee NYUID (7-digit N-number)
- Job number of the ended assignment/appointment
- Time Sheet Approver’s Name and NYU netID

Each request will be assigned an incident number and the requestor will be contacted when the Time Sheet Approver has been removed from the ended appointment/assignment.
Adjunct Instructor Job Change PASS Actions & Retroactive Payments

The PASS Team will be developing an automated solution to transfer retroactive payment information into myTime when adjunct instructor Job Change PASS Actions are submitted.

Currently, adjunct instructors do not receive retroactive payments automatically when a Job Change is completed in PASS. The NYU Payroll Department processes these payments manually as off-cycle paychecks.

Until the process is automated in PASS, retroactive payments may be initiated by an HRO or HRO+ by emailing AskPayroll@nyu.edu. Please include the following information:

- Employee name
- Employee NYU netID
- Job Number
- Job Title
- PASS Reference Number

Each request will be assigned an incident number and the HRO or HRO+ will be contacted when the off-cycle paycheck has been processed.

NYU myTime Tips & Tricks

Identifying Current Active Jobs Using the NYU myTime Job Time Stamp

To identify an employee’s current active job when NYU myTime displays multiple jobs with the same job title (and possibly the same job number), users should reference the job time stamp. The job time stamp guarantees that the correct job is selected because it is the unique job identifier. The PASS job stamp can be found on the job details page and corresponds to the myTime job timestamp.

- In PASS:

- In NYU myTime:
ePRINTVIEW: Online 2011 Form W-2’s

The NYU Payroll Department has launched ePRINTVIEW, a secure electronic Form W-2 retrieval tool. This opt-in self-service is available on the Work tab at NYUHome, in the NYU Online W-2 channel.

Employee communications were circulated to announce the arrival of the service and to provide instructions to employees on consenting to and using ePRINTVIEW. Employees who did not opt-in to the ePRINTVIEW service within the enrollment period received paper copies of the 2011 Form W-2 via US Postal Service to their home address on file.

At this time, all employees can access ePRINTVIEW to obtain a copy of their 2011 Form W-2 online in ePRINTVIEW.

A future enhancement to the ePRINTVIEW online self-service will be the ability for all employees to access a copy of 2008, 2009 and 2010 Form W-2’s.

Off-Cycle Payment Request Update

As written in the November 14, 2011 edition of the Controller’s Connection: Payroll Update, the NYU Payroll Department is currently redesigning the Off-Cycle Paycheck Request process. This procedural redesign is a work in progress. More information will be provided when the redesign is complete.

NYUiLearn Courses Available

The NYU Payroll Department encourages all HRO and HRO+ administrators to complete the eLearning course FIN 226: NYU myTime for Human Resources Officers. This course is available to all employees through NYUiLearn.

To enroll in this course, login to NYUiLearn on the Work tab at NYUHome.

1. Search the Course Catalog for FIN 226
2. Click on the Enroll button
3. Upon enrollment, the course moves into Your Registered Classes and Events and is ready to view by clicking on the course title

If you experience difficulty using NYUiLearn, please contact the IT Service Desk by phone at (212) 998-3333 or email at AskITS@nyu.edu.

For additional information or to speak with a Payroll Customer Service Representative, please call (212) 443-TIME (8463) or email AskPayroll@nyu.edu.