



January 27, 2016



## 2016 HUMAN RESOURCES/PAYROLL COMMUNICATION ~ W2 UPDATE ~

### 2015 W2s

North Carolina Central University is pleased to announce that electronic Forms W2 are now available to view and print in Self Service Banner (SSB), for employees that elected to receive their 2015 Form W2 online. For employees who did not opt for electronic delivery, the Forms W2 will be mailed by Friday, January 29, 2016. Please note: unfortunately, we will not be able to permit employees to pick up their hardcopy Forms W2, as all hardcopy Forms W2 will be provided via U.S. mail.

The process to view and print the electronic W2 version is simple. Just follow these steps:

1. Log onto myEOL on the North Carolina Central University Web page
2. Click on Banner SSB • Click on Employee Tab
3. Click on Tax Forms • Click on W2 Year End Earnings Statement
4. Select the appropriate Tax Year to view.
5. Click Display

**NOTE:** To create Federal and State acceptable copies of your W2 to accompany your taxes, use the 'PRINT' option at the bottom of the Display page. This will take you to the actual W2 form.

### BANNER EMPLOYEE SELF SERVICE

Banner SSB is active for review and updates of your Federal Tax withholdings, Direct Deposit Allocation, and current address and contact information.

### DIRECT DEPOSIT

All Banner payroll schools require mandatory direct deposit enrollment of their employment wages. As a state agency, it is a condition of employment to receive your pay through direct deposit. If you have not enrolled in Payroll Direct Deposit, please do so as soon as possible. A direct deposit advice will be sent to your NCCU email address on every pay day. This advice is the Official NCCU Pay Stub. Please open the .PDF document and save the direct deposit advice for your records. If you are a student, you must set up both a Student Refund Direct Deposit with Student Accounting and a separate Payroll Direct Deposit with the Payroll Office. ([HR Payroll Office Direct Deposit Enrollment and Change Form](#))

### BANNER SSB DIRECT DEPOSIT CHANGES

These changes will take effect after two (2) pay periods. The first pay period will be in Pre-Note status as the account and routing number are verified by the payroll process. A check will be generated and mailed on pay day until your direct deposit has tested successfully. The direct deposit should take effect on the following pay period if there were no errors on the first payroll. If you require an immediate change to your direct deposit information, please bring your completed form(s) to the Payroll Office for processing.

## LOST CHECK AFFIDAVITS

The waiting period to process Affidavits for Lost Checks is 10 working days to allow the undeliverable check to be returned to the University. A completed Payroll Direct Deposit Enrollment form is required to process the check re-issue. Please utilize Banner SSB to View/Update your address (es) and contact information to ensure accurate information.

## W4 WITHHOLDING

Exempt status tax forms must be renewed annually. A mass update will be performed to change all Exempt tax withholdings to S-0 effective with the February 2016 payrolls. Please submit a new W4 and NC4 no later than February 5, 2015 if you qualify to be exempt from tax withholdings in 2016.

## HR PAYROLL CONTACTS

- **Terrie Ames** (530-5347) Overpayments and NRA Employee Taxes; End Month/Bi-Weekly Payrolls
- **Patricia McDowell** (530-6958) End-Month Payroll; Direct Deposits
- **Collette Williams** (530-7238) Garnishments and Miscellaneous Deductions; Dual Employment Payments; Bi-Weekly Payroll

## NCCU HR PAYROLL FORMS AND DOCUMENTS REPOSITORY LINKS:

**NCCU Bi-Weekly Payroll Schedule:** [2016 Bi-Weekly Payroll Schedule](#)

**NCCU End-Month Payroll Schedule:** [2016 End-Month Payroll Schedule](#)

**NCCU Law Enforcement Payroll Schedule:** [2016 Law Enforcement Payroll Schedule](#)

**NCCU SPA Subject Payroll Schedule:** [2016 SPA Subject Payroll Schedule](#)

**Direct Deposit Enrollment and Change Form:** [https://www.nccu.edu/formsdocs/proxy.cfm?file\\_id=2084](https://www.nccu.edu/formsdocs/proxy.cfm?file_id=2084)

**Mandatory Direct Deposit Notification Form:** [http://www.nccu.edu/formsdocs/proxy.cfm?file\\_id=2085](http://www.nccu.edu/formsdocs/proxy.cfm?file_id=2085)



### HUMAN RESOURCES DEPARTMENT

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**MISSION STATEMENT:** To proactively collaborate with faculty, staff and students to attract, motivate, develop and retain a diverse pool of talent in support of the mission and goals of the university.

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