



2016 HUMAN RESOURCES/PAYROLL COMMUNICATION

2015 W2s

North Carolina Central University is required by the IRS to furnish all employees with a form W2 for each calendar year. The Form W2 details the employee's compensation, tax withholdings and required disclosures for the year.

W2s will be mailed to employees by the IRS published deadline of January 31, 2016. **For those who elected W2 consent by January 15, 2016, an electronic version of your 2015 W2 Form may be accessed in Banner SSB by going to the Employee Section/Tax Forms/W-2 Year End Earnings Statement. Please refer to the link below for the 2015 W2 Reference Guide for Box 12 Codes (page 27) via the following link: www.irs.gov/pub/irs-pdf/iw2w3.pdf (Reference Page 27).**

Separated employees will receive W2 statements via US Postal Service mail.

An email notification will be sent to active employees when W2's are available on Banner Self Service. 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

Mandatory Direct Deposit Notification Form: http://www.nccu.edu/formsdocs/proxy.cfm?file_id=2085



HUMAN RESOURCES DEPARTMENT

P.O. Box 19714 ▯ Hubbard-Totten Building ▯ Durham, NC 27707 ▯
(919) 530-6334

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.

Release Date: January 20, 2016 ▯ **Bulletin Code:** BSA & PRL [HR-FU] 01202016