



JOHNSON & WALES  
UNIVERSITY

UNIVERSITY OFFICE

Department of Human Resources & Payroll

## *Memo*

**To** All Student Employees  
**From** The Department of Human Resources & Payroll  
**Date** November 20, 2009  
**Re** Matters Affecting Your Payroll Record

As we approach the end of the calendar year, we ask that you review and verify information contained in your payroll records as outlined below. Please read each item carefully. All appropriate forms mentioned in the following messages can be obtained from the Department of Human Resources & Payroll or from the Student Employment Office.

1. Please verify your address as it is shown on your wage receipt or pay check. **Your W-2 will be mailed to that address.** If your address is listed incorrectly, please forward the correction, in writing, to our office immediately. W-2 reprints are done bi-weekly after January 31<sup>st</sup> and then only once a month after April 15<sup>th</sup>. Verifying your address now will avoid having to wait for a reprint.
2. Please verify that your name as it is shown on your wage receipt or pay check matches your name **exactly** as it is shown on your social security card. This includes middle names or initials, hyphens, apostrophes and spacing in the last name. **This is imperative in order for your wages to be reported accurately to the Social Security Administration as a mismatch will prevent your social security account to accumulate 2009 earnings.** If the information does not match exactly, please contact our office immediately to correct the information.
3. Please complete a new W-4 Form if you have had a change in tax status (i.e. married, divorced, death, birth, non-resident alien status, etc.) during the year. Forward the completed form to the Department of Human Resources & Payroll. The IRS has information on its website to assist you in determining the amount of federal income tax that should be withheld from your wages. You may find this on-line W-4 Withholding Allowance Calculator on the IRS website at [www.irs.gov/individuals](http://www.irs.gov/individuals) and select **IRS Withholding Calculator**.

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4. Please review your current tax status. If you are currently claiming exempt status on your 2009 W-4, per IRS regulations we must have a new W-4 completed by 2/15/2010; otherwise we must change your tax status to single with zero exemptions.
5. If you claimed the Advanced Earned Income Credit for calendar year 2009, your form W-5 will expire on 12/31/2009. If you are eligible and would like to take advantage of the Advanced Earned Income Credit for calendar year 2010, you must file a form W-5 with the Department of Human Resources & Payroll.

**Please remember, due to the holiday, the January 1, 2010 paycheck for, students paid weekly, will be paid on December 31, 2009 and will be included in your 2009 W-2 earnings.**

Thank you for your attention to the above payroll matters. Should you have any questions or concerns, please contact the Department of Human Resources & Payroll at (401)598-1034.