

2016-2017 Oregon State University Payroll Updates

W-2s: W-2s are being processed and will be mailed out before January 31st, 2017. Duplicate W-2s will not be available until late February.

Tax Withholding (U.S. Citizens and Residents): If you claimed exempt on your W-4 in 2016 and wish to continue exempt status in 2017, you must re-file by February 15th, 2017 to retain exempt status. The IRS Form W-4 for 2017 is available on the IRS website; <https://www.irs.gov/> or [OSCAR](#) downloadable forms.

Tax Withholding (International Employees):

- **OSU-NRA Form:** All international employees, except those that are considered residents for tax purposes, must submit an updated non-resident alien tax status form (NRATS) to the Payroll Office in January each year. The deadline this year is January 6th, 2017. If you did not receive the renewal notice, you may come to the payroll windows in the Kerr Administration building or email traci.yates@oregonstate.edu to request the proper forms. Providing current visa/residency status information each year to the university is a condition of employment. The information provided allows the Payroll Office to determine appropriate U.S. tax withholding status.
- **1042-S and W-2 Forms:** For those claiming tax treaty exemptions, the 1042-S forms will be mailed in February. Please note that some international employees will receive both W-2 and 1042-S forms when income exceeds their tax treaty exemption limit.

Address Corrections or Updates:

- **Paycheck / W-2:** Current and former employees may update their mailing address on MyOSU or with their Business Center HR department.
- **Benefit Address with PEBB:** To update your address in the benefits system, go on-line to <http://pebb.das.state.or.us/> or send an email to Employee.Benefits@oregonstate.edu.
- **Public Employee Retirement System:** Send an email to Employee.Benefits@oregonstate.edu.

2017 Benefit Plan Selections: The December earnings statement reflects changes benefit-eligible employees made to their benefit package during open enrollment, with the exception of changes in life insurance which require approval by the Standard Insurance Company. Please examine your earnings statement closely to ensure that you have the coverage and the plans you intended. For more information on Open Enrollment changes or corrections or how to review and verify your elections, please visit the Employee Benefits website at: <http://hr.oregonstate.edu/benefits/open-enrollment-changescorrections-2017>. Remember that insurance benefits are paid in advance, so January's premiums are paid in December. However, Flexible Spending Account deductions are based on the calendar year, with the first deduction taken in January. The deduction code, **PIH - Pebb Incentive for HEM, is a negative deduction, or credit** to employees who participate in the (HEM) Health Enhancement Model. Amount paid: \$17.50 for Employee Only.