

2017-2018 Oregon State University Payroll Updates

W-2s: W-2s will be processed and will be mailed out before January 31st, 2018. Duplicate W-2s will not be available until late February.

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.

Tax Withholding (U.S. Citizens and Residents): If you claimed exempt on your W-4 in 2017 and wish to continue exempt status in 2018, you must re-file by February 15th, 2018 to retain exempt status. The IRS Form W-4 for 2018 will be available on the IRS website; <https://www.irs.gov/> or [OSCAR](#) downloadable forms as soon as they are published by the IRS.

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 5th, 2018. Renewal notices will be sent out in early December. If you do 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 in December.
- 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.

2018 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 earning 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/mandatory-open-enrollment-2018-benefits#effective-dates>. 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.

Enroll/Update Direct Deposit Information On-Line: Enjoy the convenience of direct deposit and have your paycheck and other account payables such as travel reimbursements or scholarship stipends deposited directly into your checking or savings account. You may enroll or make changes in MyOSU or download the Direct Deposit Authorization on the [OSCAR](#) downloadable forms

website. Submit this form to the Payroll Office or make changes on MyOSU by the 10th of the month for current month updates.

Set Up Direct Deposit Today

Go to [Employee Online Services](#).

- Login with your ONID username and password (the first time you login your GAP is your birth date.)
- Select "Employee Information"
- Then "Pay Information"
- Select "Direct Deposit"
- Enter your current bank routing number and account number and click "Submit" at the bottom of the page.
- Read the Direct Deposit Agreement and click "I Agree"

Update your W-4 withholding online!

Go to [Employee Online Services](#).

- Login with your ONID username and password (the first time you login your GAP is your birth date.)
- Select "Employee Information"
- Then "Tax Forms"
- Select "W-4 Tax Exemptions/Allowances"
- Scroll down, you will see your current filing status. If you wish to change your filing, click "Update" at the bottom of the page.

Opt Out of Paper Earning Statements (available to Direct Depositors only)

We now offer the ability to go "paperless" with your earning statement through [Employee Online Services](#).

- Login with your ONID username and password (the first time you login your GAP is your birth date.)
- Select "Employee Information"
- Then "Pay Information"
- Then "Choose Online Earning Statements"
- Consent for Electronic Payroll Earning Statements by checking the box and click "Submit"

Access Employee Information using Employee Online Services any time to update pay information, access your W2, and review your Benefits and deductions.

Note: This document is also available as a PDF on the OSU Business Affairs payroll website at [LINK](#)