

Hot Off The Press

TDA and Roth 403(b) Percentage of Salary Deductions

Effective immediately, TDA and RTH deductions set up on Screen 109 with a Deduct Typ = 'P' will be calculated with each payroll. In the past, these deductions were only taken on the monthly payroll and the first two biweekly payrolls of the month. From now on, those with a percentage type TDA or RTH deduction will have the appropriate amount deducted from every paycheck, provided there is enough disposable income to cover the deduction.

BP8511 - Reporting Entity Payments and Surcharge report changes

Effective with March month end processing, these reports have been modified to distinguish between state and local funds. Employees will be listed in UIN order by Local and State funds, with a subtotal on each fund and a grand total. A rerun of the January 2006 report was produced for all workstations to review and comment on.

HRConnect Changes

Employees can now update their W-4 information from the Payroll Data page on HRConnect. Administrators do NOT have update access to employee W-4 information through HRConnect. Workstations are notified through the HRConnect messaging system when a change has been made. The employee is notified via email that their W-4 information has been updated.

Employees can now sign up for direct deposit and change their bank account information from the Payroll Data page on HRConnect. Administrators do NOT have update access to employee banking information through HRConnect. The bank routing number is edited for accuracy. Employees are notified via email when their account information has been changed.

Payroll Administrators can now create form W2-C in HRConnect by selecting 'View User Payroll Documents' from the USER RECORDS drop down on the HRConnect ADMINISTRATOR MENU. Click on the 'Correct IRS Form W2' button in the Pay Details and Reports section to bring up form W2-C. Fill out the form accordingly and select the 'Submit Correction' button. The employee will receive an email notification notifying them that their W-2 has been changed. Employees and administrators can then view and print the W2-C from HRConnect.

Please contact bpphelp@tamu.edu with problems or questions.

