

2018 UO Payroll Updates

W-2s: 2017 Electronic W-2s were made available on [DuckWeb](#) on Friday, January 26. For those that did not consent to receive their W-2s electronically, paper W-2s began to be mailed out on Friday, January 26. The IRS has put together a website with helpful information for preparing to file for 2017: <https://www.irs.gov/individuals/steps-for-tax-filing-season>.

Address Corrections or Updates

- **Paycheck / W-2:** Current and former employees may update their mailing address on [DuckWeb](#), by sending an email to Jay Butler at jbutler7@uoregon.edu, or by stopping by the Payroll Office on the 2nd Floor of the Thompson University Center.
- **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 HR staff: Lynn Petersen at lynnp@uoregon.edu or to Kathryn Daniel at kdaniel@uoregon.edu.
- **Public Employee Retirement System:** Send email to payroll staff: Jay Butler at jbutler7@uoregon.edu or Cindy Huie at chuie@uoregon.edu. PERS does not update the address of active members.

Minimum Wage: Oregon's minimum wage was increased on July 1, 2017 to \$10.25 per hour. It will increase again on July 1, 2018. There are three regional minimum wage rates and you can view the details on BOLI's website here: <http://www.oregon.gov/boli/WHD/OMW/Pages/Minimum-Wage-Rate-Summary.aspx>.

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 15, 2018 to retain this status. Since the IRS has yet to release a 2018 version of the W-4, you will need to use the 2017 version and cross out the year and write in 2018.

Tax Withholding (International Employees)

- **UO-NRA Form:** All international employees, except those that are considered residents for tax purposes, must submit an updated non-resident alien tax information form (UO-NRA) to the Payroll Office in January each year. The deadline this year was January 12. If you did not receive the renewal notice, you may view the instructions on the BAO website at <https://ba.uoregon.edu/content/annual-renewal>. For questions, email Payroll at gepayroll@uoregon.edu. 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 were mailed out at the beginning of February. Please note that some international employees will receive both W-2 and 1042-S forms when income exceeds the tax treaty exemption limit.
- **Electronic / Paper I-94 Forms:** When arriving via air / sea, international employees can obtain a copy of the Electronic Admission Record (I-94) from the U.S. Customs and Border Protection (CBP) website at <https://i94.cbp.dhs.gov>. When arriving by land, the paper form is issued at the border.

Enroll/Update Direct Deposit Information On-Line: Enjoy the convenience of direct deposit and have your paycheck and accounts payable payments such as travel reimbursements or scholarship stipends deposited directly into your checking or savings account. You may enroll or make changes in [DuckWeb](#), or download the Direct Deposit Form from the Business Affairs website at http://pages.uoregon.edu/baoforms/bao_drupal_6/sites/ba.uoregon.edu/files/forms/dda.pdf. Notify the Payroll Office or make changes on [DuckWeb](#) by the 22nd of the month for changes to your banking information to take effect for Payday.

Paperless Earnings Statements: To go paperless and view earnings statements on-line, direct depositors will need to uncheck the box in the Earnings Statement window found in the Employee

Information Section of [DuckWeb](#). Direct depositors and those receiving a paper check may view and print current and prior year earnings statements at any time from [DuckWeb](#). When printing from a Macintosh computer, the [DuckWeb](#) print option works successfully from Safari; in Firefox, preferences must be set to Adobe Reader.

Social Security Wage Base: The Social Security wage base will increase to \$128,400 in 2018, increased from \$127,200.

Medicare Tax: As in prior years there is no limit to the wages subject to the Medicare tax; all covered wages are subject to a 1.45% tax. The additional Medicare tax of 0.9 percentage applies to wages in excess of \$200,000 for individual taxpayers and \$250,000 for married taxpayers filing jointly. The deduction code, **TMA-Medicare Tax- Additional**, will appear on all earnings statements for unclassified employees.

Tax Deferred Investments: The IRS has announced that the 403(b) and 457 tax-deferred annuity maximum contribution is increasing for 2018. Employees may tax defer up to \$18,500 in the Tax Deferred Investment (TDI) program and the Oregon Saving Growth Plan (OSGP). Employees age 50 or older may increase this amount by an additional \$6,000 for a total of \$24,500 in each program. Forms may be found at <http://www.opurp.org/tdi>.

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. If you discover an error, contact the campus benefits office at (541) 346-3085 as soon as possible. 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.

Note: This document is also available as a PDF on the UO Business Affairs website at http://pages.uoregon.edu/baoforms/bao_drupal_6/sites/ba.uoregon.edu/files/2018payrollupdates.pdf