

Reminders from the Payroll Department

- The last pay date of 2014 for monthly and bi-weekly employees is **December 23**.
- **Please review the address** on your paycheck stub or direct deposit statement to confirm that your mailing address is correct to ensure delivery of year end payroll and benefit information. If your address has changed and a correction is needed please contact Human Resources.
- **Winter Break**
Holidays: December 24- December 29 and January 1
University Closed: December 30, 31 and January 2
(Employees must use leave for the days the university is officially closed. Leave can include bonus, vacation, special leave or comp time.)

Exempt Tax Status

- If you claimed exempt tax withholding status in 2014 and you want to continue your exempt status, you must submit new withholding forms for 2015 by **February 1, 2015**.

Forms W-4 (Federal withholding) and NC-4 or NC4EZ (North Carolina withholding) must be completed and returned to the Payroll Department prior to the deadline. Failure to submit new forms by **February 1** will result in the change of your withholding status to single with zero allowances on your February paycheck.

This **notification** only applies to employees who have elected exempt status (to not have taxes withheld from their pay). **You should claim exempt status only if you meet the eligibility requirements.** Forms are available on the Payroll website and in the Payroll Office.

Electronic Consent for 2014 W-2s

Employees who would like to receive their 2014 W-2 electronically can sign up in Banner Employee Self Service. Additional information is available on the Payroll Department's website. Paper copies of W-2s will be available by January 31, 2015.