

PAYROLL CONTROL UNIT

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Call Extension **5-2879** with Questions concerning the Following:

- 1) How to **prepare PAF's** and **PDR's**.
- 2) Is an **employee on file** and as what employee type?
- 3) The **compatibility** of employee types.
- 4) When is **back-up paperwork** needed or not needed (i.e. I-9, Copy of Social Security Card, W-4's and ADR's.)

EMPLOYEE DATA CONTROL (EDC)

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Call Extensions **5-2113** or **5-2114** with Questions concerning the following:

- 1) **Deductions** and **Taxes** on salary checks for employee Types 1, 6, 7 and 9.
 - Sabbatical / FASP (Faculty Academic Study Program)
 - Overpayments
 - Accounts Receivable
 - Tax Levies
 - Combined Charities
 - FICA
 - New Jersey Tax
 - Pennsylvania Tax
 - SUI (State Unemployment Insurance)
 - TDI (Temporary Disability Insurance)
- 2) Calculation of **retroactive salary** payments
- 3) **Gross** of **salary** checks of employee Types 1, 6, 7 and 9
- 4) **Stop Payments** for Employee Types 1, 6, 7 and 9
- 5) **W-2** Forms for Employee Types 1, 6, 7 and 9
- 6) **1042S** Forms
- 7) **Worker's Compensation** Refunds
- 8) Call to notify Payroll of **Separations** or **Leaves of Absence** without salary. This action will help prevent the issuance of unearned salary payments.
- 9) **Sailing Permit** Letters