

Payroll

Quick Facts:

- New employee may receive the first paycheck by paper check, depending upon when they enroll in direct deposit, and depending upon how often they are paid.
- W-2s will be mailed to employees by Jan 31, 2008 from the Central Payroll System or their other current payroll system.
- Individuals may receive more than one W-2 if they were employed by multiple agencies that used different payroll processing systems.
- For employees on a bi-weekly payroll cycle, deductions are now being taken out of paychecks for 24 pay periods instead of 26 pay periods within the year.
- Employees who receive longevity pay will begin receiving their annual payout a month earlier than they have in the past. Employees paid on a monthly cycle will receive their payouts in the same month in which they have qualified for longevity, and then in the same month every year thereafter. Employees on a bi-weekly cycle may receive their payouts within the same cycle in which they have qualified or in the very next cycle. Currently, employees receive their longevity payment a month after they complete their 120th month of service, and then in the same month in subsequent years.

How do I...

For Employees

Change my direct deposit bank account?

Employees may change their direct deposit bank account information via ESS (*My Personal Data* tab, *Bank Information* link). If an employee doesn't have access to ESS, then he or she may submit a completed Direct Deposit Enrollment and Change form to BEST via Mail Service Center (MSC) mail or postal mail. Initial Direct Deposit enrollment must be performed by Agency Personnel or BEST.

Change my tax withholding amount?

Employee may change their federal or state tax withholding on ESS. If not able to access ESS, employee must send in a revised W-4 or state tax withholding certificate to BEST for updating.

View my pay statement?

You may access your pay statement online via ESS (*My Pay* tab, *Pay Statement* link). If not able to access ESS, employee must request their pay statement from their Agency Payroll Administrator. The pay stub explanation is posted on the BEST website.

Change my W-5 (Earned Income Credit) form?

Complete a paper W-5 (EIC) form and send to BEST via fax, Mail Service Center (MSC) mail, or postal mail. Employee may obtain this form from his/her Agency HR Administrator, the BEST website, or from the IRS website.

Change my savings bond deductions

Employee may obtain the bond card/form from two sources: Agency HR or Payroll contact or Online website: www.treasurydirect.gov/forms/mar2362.pdf.

Employee should submit completed bond card/form to BEST Shared Service Center via fax, email attachment, MSC or postal mail. Employee must sign the card/form before sending to BEST.

How do I?

For Managers & Administrators

Maintain a deduction for an employee?

Direct customer to online SAP documentation and then offer to walk the customer through the transaction. Refer to BPP documentation - **Maintain One Time Payment/Deduction - Infotype 0015.**
Maintain Recurring Payments/Deductions - Infotype 0014.