

Payroll-Related Questions Frequently Asked by Departments

Revised 12/5/2006

Any employee who does personnel and/or payroll processing may sign up for training on the HRM website. Or, call Gay Elizabeth Crain @ 578-1638 in the Payroll Office regarding payroll training.

1. Who adds employees' records on ETA?

It is the department's responsibility to load an employee record on ETA. The only exception is student appointments which are systematically added to ETA. In any case, the department must ensure that all the department's biweekly-paid employees are on ETA.

2. Who deletes employees' records from ETA?

It is the department's responsibility to delete records from ETA so that employees do not continue to be paid after they are no longer working. However, it is important not to delete an employee record from ETA until he/she has received their last paycheck (not including leave payments). Removing the employee record off the department's account on HRM does not automatically delete that employee record from ETA. Go to the Department Selection Menu and enter "S" next to the employee record you wish to delete. Press enter, and then press **PF7**. The employee record will be displayed. Verify that the correct employee name and social security number are shown; then enter "D" in the space labeled "Delete Employee" and press **PF8** to delete the employee record.

3. What do the retirement codes 49 and 51 mean, especially for student employees?

Code 51- No retirement deductions are made. Code 49-Medicare and social security taxes are withheld. Student employees can only have one of these codes. Students who are currently attending classes on a LSU campus, or have an F or J visa and have not passed the substantial presence test, are exempt from paying Medicare and social security taxes and should be coded with a retirement code of 51. Programs on the Payroll System verify semester hours or if the student is on an F or J visa and has not met substantial presence. When the personnel form is loaded, the appropriate retirement code is entered systematically. Basically, the only time a LSU student employee should have a retirement code of 49 is during the summer when the student is working and not attending summer school. If the student is on an F or J visa and has not met substantial presence, the student would continue to be exempt from social security and Medicare taxes. (The LSU Alexandria and Eunice Campus student hours are not on the Baton Rouge Student Record System so their forms must be corrected after their personnel form is loaded.)

4. What do the error messages mean when loading forms on the DSGT Screen?

"Subsequent Form" - An earlier effective date is being used than that of the last form loaded for the employee. Please call the Payroll section that handles the pay for the employee for assistance.

"Invalid Combination"- Allocation of \$1550 or work study amount does not match what is allowed on "0089" or '5490" accounts. Please call Student Payroll at 8-2019 or 8-2018.

"Student Not Authorized"-Chancellor Aid or Work Study allocation not on System- Please call Office of Student Aid and Scholarships for allocation amount to be entered on System.

"Invalid Date"-Term date lights up in red. Just space out the term date and continue entering info for the form.

5. Who verifies employment for LSU employees?

It depends on the type of employee and the campus where the employee is or was employed. For contingent (transient), classified, and unclassified employees, send the form or write a note to the HRM Office at the campus where the employee works or worked. For all student or graduate assistant employees, send the form or write a note to the Payroll Office. Be sure to include the name or names that the employee used when employed (married or maiden names are important), the social security number, the purpose for the verification, the department where the employee works or worked, the approximate dates of employment, how to contact the employee or office wanting the information, and where to send the completed form.

6. How should non-resident alien employees complete their W-4 and L-4 tax forms?

A **Non-resident Alien** is an employee whose country code is NOT 138 and has not met the substantial presence test (been in the country with a student visa of F-1 or J-1 for more than 5 years or a teacher researcher with a visa of J, Q, or M for more than 2 years). The ownership of a green card by an employee verifies that the employee is a permanent resident and is not a non-resident alien.

Complete tax forms as follows if a non-resident alien:

Federal - W-4 should be completed as follows:

paid biweekly - Single with one allowance and **NRA** must be written on line 6

paid monthly - Single with one allowance and **NRA** must be written on line 6

In the absence of a W-4 or an invalid W-4, the employee will be coded Single with no allowances and 0 additional withholding.

Exceptions

*Students from Canada (020), Republic of S Korea (070), & Mexico (089) may claim dependents.

* Students from India (057) may claim up to 2 dependents.

State - L-4 should be completed as 1 exemption and 0 dependents.

In the absence of a L-4 or an invalid L-4, the employee will be coded as 0 exemptions and 0 dependents with 0 additional withholding

7. What is the deadline for having forms in Payroll for supplemental, academic, and salary payrolls?

Payroll must receive these forms no later than 4:30 pm two (2) working days before the Payroll Office runs the associated supplemental, academic, or salary payroll (e.g., for the salary payroll run on Monday, March 27, personnel forms must be in Payroll no later than Thursday, March 23, at 4:30 pm).

8. If I want to hire a student enrolled at LSU, what do I need to do first?

Student employment is addressed in LSU Policy Statement 33. Have the student complete a student application form which is available on Payroll's Website under Payroll Forms. Verify that the student is eligible to work on campus. International students must have a work permit from the International Services Office before they can begin working on campus.