



Personal Moving Allowance Process Change

For newly hired university employees who are offered an allowance for moving expenses, the process for receiving this allowance has changed because of IRS regulations and tax reporting.

Beginning April 13, 2020, for all newly hired employees, all approved moving allowances will need to be processed through payroll and be paid as a lump sum. Any existing allowances that have not been paid out will continue to be reimbursed through the expense report process by submitting receipts for reimbursement.

When a new employee needs to be reimbursed/paid out for their moving allowance, the DHR or Supervisor will need to award an individual compensation in HCM. DHRs complete this through *Person Management* and select the Plan for “All Employees” and the Option for “Moving Allowance.” Supervisors will use *Individual Compensation* under My Team. The documentation required for this transaction will be the offer letter from the department that includes the actual agreed upon allowance amount.

Award Compensation [X]

Plan and Option

Plan All Employees [v] Option Moving Allowance [v]

Step-by-step instructions on completing compensation changes can be found in the [Manage Compensation QRG for DHRs](#) or [Supervisors](#).

Moving allowances offered to newly hired university employees with prior written approval by the hiring department may not exceed 1/12 of their annual salary. If a department wants the moving allowance to exceed the 1/12 the employee’s annual salary, approval from the area Vice

President is needed. All funds from other sources (e.g., Foundation or Cowboy Joe Club) used to fund the allowance must be deposited to and expended from the appropriate university account.

Whenever an employee receives an allowance for moving that is required to be reported by IRS regulations, the university will report such allowance as required, including withholding income and other taxes as applicable.

For questions regarding moving allowances and the process, please contact Procurement and Payment Services.

Contact Information

Procurement & Payment Services
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