



## Important Payroll Information for December

### Salaried Monthly Payroll Dates

- **Paycheck Date:** Monday December 23, 2024.
- **Early Payroll Deadline:** Friday, December 13.
- **Action Required:** Payroll transactions must be **fully approved in HCM by December 13th** to appear on the December 23rd paycheck. Late transactions will be processed on the **January 31, 2025** payroll.
- **Note:** Timely submission is crucial due to end-of-year tax reporting.

### Hourly Biweekly Payroll Dates

- **Paycheck Date:** Tuesday, December 31, 2024.
- **Time Entry Deadline:** 5:00 pm Tuesday, December 24.
- **Supervisor Approval Deadline:** 5:00 pm Wednesday, December 25. (timecards will auto-approve after this time)
- **Timecard Feed Submission:** From 8:00 am Thursday, December 19 through 10:00 am Tuesday, December 24.
- **For assistance, contact Marti in Payroll at 766-2257.**

### Address Updates for W-2 Delivery

- **Why it Matters:** Ensure your address is current in HCM to avoid delays in W-2 tax form delivery. The post office will **not forward W-2s**, and returned mail causes delays for employees and the Payroll office.
- **How to Update:**
  - Update your **home address** in HCM.
  - **Do not delete** any addresses.
  - Review the '[Updating Personal Information](#)' Quick Reference Guide for guidance.

### W-2 Form Delivery Preferences

- **Action Required:** We encourage all active employees to opt for **electronic delivery** of W-2 forms in HCM.
  - **How to Update:** Review the '[Update Document Delivery Preferences](#)' Quick Reference Guide for guidance.
  - **Note:** Select **"online"** (**not** "online and paper").
  - **Access:** You must be actively employed to receive an electronic W-2.

### Review Tax Withholding Information

- Life changing events such as marriage or the addition of a child are examples of what may affect tax withholding. We encourage employees to routinely review their W-4 withholdings to ensure that tax obligations are reflected accurately on their paychecks.
  - **Helpful Tool:** [IRS Tax Withholding Estimator](#).
  - Review the '[Update Tax Withholding \(W-4\)](#)' Quick Reference Guide to make updates.