

Federal and State Tax FAQ

Q. Why are we making this change?

A. The current process for entering tax withholdings is for the new employee to complete a paper tax withholding form (before hire date) for State and federal taxes and submit the forms to HR for entry into the system after the new employees hire date. The new process will:

- a. Be a process improvement by reducing the number of touch points and potential errors
- b. Expedite the entry of tax information into the system by removing one step of the process
- c. Help with the Universities sustainability practices by reducing the amount of paperwork that is created.
- d. improve security of personal information as a physical document will not exist.

Q. When will the new process go live?

A. Process will go live on February 1, 2021

Q. How will the new employee be notified?

A. New employees will receive an email notification from the myHR system (**manager name: hcps-.fa.sender@workflow.mail.us2.cloud.oracle.com**). The email subject line will be '**Action Required: Task Federal and State W-4 Allocated for Employee Name, XXXXX Was Assigned to You.**' The notification will be sent 2 days after the new employee's start date. As a courtesy, the manager should let the employee know about the pending notification.

NOTE: rehired employees will need to review and/or update their tax withholdings. The email notification subject line will be '**Action Required: Task Federal and State W-4 - Rehire Allocated has been assigned to you.**'

Q. What if they have questions, who should they contact?

A. New employees should contact HR by phone at 280-2709, or email at humanresources@creighton.edu with questions.

Q. What is the manager's responsibility?

A. The hiring manager or direct supervisor should inform the new employee to expect the email notification and should follow up to ensure the task was completed.

Q. What happens if they don't complete it?

A. If a new employee does not complete the Federal and State tax withholding, his/her tax withholdings will default to the highest withholding.

Q. Does this apply to current employees who want to make change as well? If not, how does an employee make a change?

A. No, the checklist task will only be sent to new employees. Current employees can update their state and federal taxes at any time (refer to HR/resources/employee for user guides).

Q. Does this apply to student workers? How about temporary employees? Special faculty?

A. No, students will be excluded from this process.

A. Yes, temp employee, including special faculty, will be notified by email to complete federal and state tax withholdings via myHR.

Q. Will the on-line new hire packet be updated to remove this form and provide instructions?

A. Yes, the online new hire packet will be updated. Additionally, the HR Generalist should communicate to the employees about the federal and state tax withholding process if asked.

Q. Where can a new hire find instructions?

A. the instructions will be included within the checklist task located within myHR About Me/Checklists Additionally, a guide will be posted on the HR website under new hire resources. HR/Resources/Employee/New Hire Information

Q. Is this for state and federal? How will the state be identified?

A. Employees will complete both federal and state tax withholding information. The employee will select his/her state via a dropdown selection when completing the form.

Q. Is the process the same for Phoenix and remote employees?

A. Yes, all new employees will complete their tax withholding information within myHR.