

HR Liaison Notes

1. Tax Withholding Forms
 - a. Make sure the forms distributed to employees are the most current available (These forms can be found [online](#))
 - b. Please do not copy the W-4, A-4 and/or C-4 on the same sheet of paper. The W-4 has 4 pages, the employee should receive all 4.
 - c. On the A-4, on line 1, either enter "0", which means withhold the maximum allowed, or leave blank.
 - d. C-4 forms are only needed if NOT working in Auburn City limits or working a percentage other than 100%. (Especially ACES and other off-campus jobs.
C-4/Auburn at 0 and C-4/Opelika, Gadsden, Tuskegee, Hamilton, Birmingham at 100)
2. Please do not email forms with SSN. Utilize the secure upload: HR home/Quick Links/Secure Document Upload
3. Remind timekeepers of new paid leave outside of payroll policy (PLOP). (Affects Monthly and Semi Monthly payrolls)
4. Active employees that are moving Employee Class must be paid out on current job before new job can be loaded by Records and Payroll. (i.e. new employee class cannot show on PEAMPL until after the last **payroll run date** for the job in which they are currently employed.)

Timekeeper Notes

1. When emailing Payroll or Tiger Time: please send to one or the other, do not copy both.
2. Please send corrections to department email, not individuals. i.e. Payroll@auburn.edu
3. Late Pays/Overpayment Forms
 - a. Double check FOAP with the job record
 - b. Put complete position number to include suffix i.e. GA2540 00
 - c. Either in email or bottom of Late Pay/Overpayment form, put reason for Late Pay or Overpay. Example: Rate change, job not paid, etc. (especially important when EPAF hasn't been approved, this saves us contacting you.)
4. Be aware of cutoff times and deadlines as listed on Payroll Calendar (posted on website)
5. BW Payroll –
 - a. Check exceptions regularly (The "!" at the top of the home page in tiger time)
 - b. Except in special cases, employees should use time clock.
 - c. Use electronic leave request system.
 - d. Encourage employees to check their timesheets weekly for errors.

- e. BEFORE approving timesheets, check for missed punches and short hours.
- f. Set a deadline for submitting timesheets for employees that don't punch, allowing enough time to input the information before Monday at 2:00 pm. Suggestion: establish a 9:00 am Monday deadline.
- g. After timesheets are signed off, send corrections to payroll@auburn.edu ONLY. Please do not copy Tigertime, ISS employees, or individual payroll employees.
- h. When corrections are sent, on any payroll, please include employee's name, banner id, position number to be corrected, and HR location/timekeeping location.
- i. When adding bulk time, i.e. STU 35 hours, break down into Week 1 and Week 2 hours
- j. More information is better. If you are adding hours, include total (previously entered and what needs to be added). If you know it will cause overtime (OTP), please state that in your email. (This cuts down on us contacting you to confirm.)