

# Senior Business Administrator Meeting

May 3, 2021

# Return to Campus Changes

**As Summer and Fall semesters start and individuals are getting vaccinated, there are address transactions that we need to think about:**

- We all have a business location on the work record. The primary work and home addresses are used to calculate payroll taxes.
- HR Analysts/Partners can override the business location by changing the Work Contact Information to make another address the primary location.
- *The business location is still there for all of us, it's just being overridden.*
- When an individual returns to campus for more than 50% of their time, the HR Analyst should remove the override. That will make the business location the primary location again.

# Return to Campus Changes

## Resources

### Workday Report

- CR – Workers with matching Primary Home and Work Addresses – by Supv Org

### Tip Sheets

- Basics-Modifying Work Contact Information
- Self Service-Access to W-2, W-4, and State Reciprocal Forms

### [Webpage](#)

- COVID-19 Return to Campus Webpage

# Reminders

## *Students Working Remotely*

- Students working remotely due to COVID-19, including student workers and work study students as well as graduate students receiving stipend payments, must have their work address with an on-campus work location. Students are subject to Pennsylvania and City of Philadelphia withholding taxes, as appropriate.

## *Sabbatical Leave and FIAP*

- Once the employee is on Leave (Sabbatical or FIAP), they are subject to Philadelphia tax withholding.
- The Internal Revenue Service takes the position that a person's tax home is normally the area of their regular place of business.
- Pennsylvania rules states that sabbatical is taxable on the same basis as the base pay the employee received for periods the employee is not absent from work.
- Philadelphia follows the guidance from Pennsylvania and IRS