

MEMORANDUM

To: Personnel Specialists

From: Julie Henton
Associate Director

Contact: Terri Savage
Payroll and Employee Data

Date: November 12, 2008

Re: 2008 W-2 Wage and Tax Statement Address Update

The 2008 W-2 Wage and Tax Statements for KSU employees will be mailed directly to the employees' home address by the Division of Accounts and Reports in mid January. The address that is currently being printed on the employee's payroll warrant/advice mailer will be the address used to send the 2008 W-2 Wage and Tax Statement. Our office will mail local agency W-2 forms to the employee. W-2's for employees with addresses not in the USA will be mailed from our office to the employee.

To ensure that our records are up-to-date for employees, including students, who have separated from the university from December 16, 2007 through December 13, 2008, please take a few minutes to review the information on the enclosed "2008 W-2 Wage and Tax Statement Address Update for Inactive Employees," if applicable. If you know of an employee who transferred to another state agency do not update address. If a change is necessary you may either:

- 1) **By December 15, 2008 update the Home Address in HRIS, unless it is a foreign address. Please refer to the following website for instructions.**
http://www.k-state.edu/hr/hris/hris_manuals-address.html **OR**
- 2) **By December 8, 2008, indicate change under "Address Update" and return the listing to our office for updating.**

NOTE: For inactive employees only, you may update home addresses at any time, including the 1st week of the pay period, as long as all employee records are inactive.

If no changes are necessary, please do not return the listing to Human Resources. For employees and graduate students who will terminate employment between now and December 13, 2008 provide the forwarding address on the Change and Separation Form (PER-39). For Students please indicate their forwarding address on the Hourly Student Data Sheet (PER-40) or on the blanket termination listings.

Enclosure