

MEMORANDUM

To: Personnel Specialists

From: Julie Henton
Associate Director

Contact: Terri Savage, 785-532-6277, terris@ksu.edu
Payroll and Employee Data

Date: November 20, 2009

Re: 2009 W-2 Wage and Tax Statement Address Update

The 2009 W-2 Wage and Tax Statement will be mailed to the address that is currently being printed on the employee's payroll check or advice. To ensure that our records are up-to-date for employees, including students, who have separated from the university between December 14, 2008 and December 12, 2009, please review the information on the enclosed "2009 W-2 Wage and Tax Statement Address Update for Inactive Employees." If you know of an employee who transferred to another state agency do not update their address. If an address change is necessary you may either:

- 1) **By December 14, 2009 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 7, 2009, indicate change under "Address Update" and return the listing to our office for updating.**

NOTE: Home addresses for inactive employees may be updated at any time, including the 1st week of the pay period, as long as all employee records are inactive.
Active employees may update home addresses via Employee Self Service.

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 12, 2009, provide the forwarding address on the Change and Separation Form (PER-39), for students use the Hourly Student Data Sheet (PER-40) or the blanket termination listings.

The 2009 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. 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.

Enclosure