

Payroll - Compliance Requirements

Last updated:

12/9/2016

Initial of completer: CD

Compliance Requirement	Compliance Organization	Description of Requirement	Responsible Department	Responsible Party	Frequency	Last Date Completed
W-2, Wage and Tax Statement	Internal Revenue Service	Employers must file form W-2 for wages paid to each employee. Anyone required to file form W-2 must also file form W-3 and upload wage report through the Social Security Administrations website.	Payroll	Payroll Manager	Annually, due 1/31 to Employee due 3/31 to Social Security Administration	1/29/2016
Form 1042-S, Foreign Person's U.S. Source Income Subject to Withholding	Internal Revenue Service	International Treaty Employee wage filing to report amounts paid during the preceding calendar year to foreign persons that are subject to withholding, even if no amount was deducted and withheld due to a treaty or code of exemption from taxation.	Payroll	AP Senior Clerk, Manager, Payroll Manager	Annually, due 3/15	Payroll done 3/11/16
Pension Payments Child Support Payments Union Dues Payments	Internal Revenue Service State of Rhode Island Commonwealth of Massachusetts (Can include other various states depending on current employees)	Payments of various garnishments to State & Federal government agencies. Case by case requirements per employee. Funding of the Pension as reported by HR.	Payroll	Payroll Coordinator prepares and Payroll Manager approves	As needed, payments made with payroll cycle	Last payroll
RI Wage File	State of Rhode Island, Division of Taxation	to be completed by the Payroll Manager annually	Payroll	Payroll Manager	Annually Due Feb 28	2/26/2016
Payroll Tax Payments	Internal Revenue Service State of Rhode Island, Division of Taxation Commonwealth of Massachusetts, State of PA	Payments of tax withholdings from Faculty, Staff and Student Payrolls	Payroll	Payroll Coordinator prepares and Payroll Manager approves	For tax collections of \$100K payment is due the following day.	Last payroll
Form 941, Employers Quarterly Tax Return	Internal Revenue Service	Information filing to report the following amounts: - Wages Paid - Tips employees have received - Federal Income Tax Withheld - Employer and Employee share of Medicare - Adjustments to Social Security - Advanced Earned Income Tax Credit Payments	Payroll	Payroll Manager	Quarterly - due 4/30, 7/31, 10/31 and 1/31	10/27/2016

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Form TX-17, Quarterly Tax and Wage Report	State of Rhode Island, Division of Taxation	Employer must enter employment and wage data and calculate the amount of taxes due in the Tax Report Section. Employer must also upload tape file data to RI.gov site	Payroll	Payroll Manager	Quarterly - due 4/30, 7/31, 10/31 and 1/31	10/27/2016
E-tides Employers Quarterly Return of Income Taxes Withheld	State of PA, Department of Revenue	Employer must enter employment and wage data and the amount of taxes due in the Tax Report Section. Employers must also enter for each employee the social security number, gross wages, name, taxable wages and tax withholdings during the quarter.	Payroll	Payroll Manager	Quarterly - due 4/30, 7/31, 10/31 and 1/31	10/31/2016
Form M-941, Employers Quarterly Return of Income Taxes Withheld	Commonwealth of Massachusetts, Department of Revenue	Employer must enter employment and wage data and calculate the amount of taxes due in the Tax Report Section. Employers must also enter for each employee the social security number, gross wages, name, taxable wages and tax withholdings during the quarter.	Payroll	Payroll Manager	Quarterly - due 4/30, 7/31, 10/31 and 1/31	10/27/2016
Worker's Compensation Audit	Current Insurance Carrier	Annual Worker's Compensation Audit - looking at taxable wages, temporary agency wages, pre-tax exclusions, executive salary detail, severance payouts and copies of 941 filings	Payroll	Payroll Manager	Annually	Completed 7/14/2016 Payroll Portion
W-4, Employees Withholding Allowance Certificate	Internal Revenue Service	Employee must complete W-4 form so that correct Federal Tax withholdings can be withheld from pay. Employer must begin withholding for any employee who previously claimed an exemption, but has not given the employer a new form W-4 for the current year. Withhold tax as if the employee is single, with zero withholding allowances.	Payroll	Director, Compensation and Benefits and Payroll	Within 3 business days of new hire start date.	Updated Daily as received from HR and Student Work Study