INTRODUCTION

**Project Summary**

The IRS requires that each employee that is paid through Payroll to have mandatory federal withholding of Single and 0, unless the employee specifically designates otherwise. In addition, FICA OASDI and FICA Medicare (both employee and employer matching) withholding is required. The NC Department of Revenue requires that each employee that is paid through Payroll have mandatory state withholding of Single and 0, unless the employee specifically designates otherwise.

Ellucian Banner HR does not have an automated baseline process that effectively, efficiently, and accurately addresses these Federal and NC mandatory Payroll tax requirements. We understand from the Ellucian Banner HR consultants that there is no new functionality in Banner HR 9.x to further address this topic.

Since the implementation of Banner HR at UNCG, July 1, 2008, up through this month, the applicable tax setup processes have been performed manually by the former Payroll Assistant Manager that was working as a Retired Working employee. Thereafter, each employee has the ability to modify their Federal and NC tax withholding setup within Banner Employee Self-Service/UNCGenie. (The overall time to perform the manual identification of each employee that requires the default tax setups and the associated tasks for approximately 2,000 employees per year account for approximately .25 to .50 FTE.) To date, we have been unsuccessful in trying to fill this void with another Retired Working employee. Due to the volume, and intensity of creation of all of the required tax records for these employees as well as 100s/1000+ of other employee classifications, it is essential that we create a Payroll Auto(mated) Tax Setup process.
OBJECTIVES

- Automate new employee tax setup of federal taxes
- Automate FICA OASDI, FICA Medicare (both employee and employer matching), and FICA Additional withholding for new employees
- Automate new employee tax setup of state taxes
- Automate NCESC Reporting
- Automation to be scheduled through UC4/Automic

PROJECT SCOPE SUMMARY

Scope

Scope of project is tax set up for new employees. Process should be automated and scheduled with output files made available to client for log and lis output as well as an error log.

PROJECT MANAGEMENT

Project Schedule

The project schedule and milestones....

Project Team and Roles

<table>
<thead>
<tr>
<th>Name</th>
<th>Project Role</th>
<th>Organization</th>
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</thead>
<tbody>
<tr>
<td>Greg Hodges</td>
<td>Executive Sponsor</td>
<td>Dept or title</td>
</tr>
<tr>
<td>Brian Fitzgerald</td>
<td>Project Manager</td>
<td>Systems &amp; Procedures</td>
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<tr>
<td>Pat Davis</td>
<td>Subject Matter Expert</td>
<td>Payroll</td>
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<td>Teresa Fox</td>
<td>Subject Matter Expert</td>
<td>Payroll</td>
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<tr>
<td>Randy Bennett</td>
<td>Subject Matter Expert</td>
<td>Payroll</td>
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<tr>
<td>Wendy King</td>
<td>Technical Lead</td>
<td>ITS</td>
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Acceptance and Closure Criteria
This project will be closed when the implementation of the systems noted above are implemented for the Payroll Department.