



**MIDWESTERN**  
STATE UNIVERSITY

# Account Managers Group

[mwsu.edu](http://mwsu.edu)



# Account Managers Group

## Welcome

Dr. Marilyn Fowlé

MIDWESTERN  
STATE UNIVERSITY

Account Managers Group

# Director of Internal Audits

Leigh Kidwell

MIDWESTERN  
STATE UNIVERSITY

# Account Managers Group

## Payroll Updates

Kathy Rice

MIDWESTERN  
STATE UNIVERSITY

# Payroll Updates



- EPAF Cancellations/Voids
  - Contact Payroll first
- Must do terminating EPAFs
  - Review all “Not Started” timesheets
- EPAF/Timesheet/Leave Reports
  - Training available for all new hires
- Timesheet/Leave Reports
  - Additional training for approvers

## New EPAF Person Selection

Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

\* - indicates a required field.

ID: \* M:  Ashle

Query Date: MM/DD/YYYY \*

Approval Category: \*

Note: This person has three active jobs on campus.



### Employee Job Assignments

Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
Secondary	SH01SW	00	\$7.25/Housing	34831, Housing Administration	Jul 01, 2015		Feb 15, 2016	Active
Secondary	SH02SW	00	\$37.50/RA/Killingsworth	34832, Killingsworth Hall	Aug 16, 2015		Feb 15, 2016	Active
Primary	SO09SW	00	\$7.25/PeerLeader/Academic Succ	2800, Academic Success Center	Aug 24, 2015		Dec 15, 2015	Active

 [RETURN TO EMPLOYEE MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

## Electronic Personnel Action Form

Enter the information for the EPAF and either Save or Submit.

Name and ID: Ashley

Transaction:

Query Date: Dec 15, 2015

This date was when the individual was last paid from MSU (overall).

Transaction Status:

Last Paid Date: Feb 15, 2016

Approval Category: SM - Terminate Student/Temp Job, TERMNB

[Approval Types](#) | [Routing Queue](#) | [Comments](#) | [Transaction History](#)

[New EPAF](#) | [EPAF Originator Summary](#)

[Return to EPAF Menu](#)

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\* - indicates a required field.

Job Status Change, SO09SW-00 \$7.25/PeerLeader/Academic Succ, Last Paid Date: Dec 15, 2015

Item	Current Value	New Value
Jobs Effective Date: MM/DD/YYYY* (Not Enterable)	08/24/2015	<input type="text" value="12/15/2015"/>
Job Status: * (Not Enterable)	Active	<input type="text" value="T"/>
Job Change Reason: * (Not Enterable)	900	<input type="text" value="300"/>

This date is when the individual was last paid using this Position Control (PC) number.

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# International Payments & Tax Issues

Chris Stovall

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# International Contractor Payments

- Payments to individuals for services
  - Honoraria, consulting fees, independent contractor
  - e.g. visiting artists & guest lecturers
- Non-Resident Alien (Temporary Visa)
  - Academic activity cannot last more than 9 days
  - Recipient cannot receive more than 5 payments within the past 6 months from any US institution

# International Payments Cont.

- Signed contract and completed contract routing sheet
- Copy of Passport/I-94/Visa
  - Visa type
  - Arrival and departure dates
  - Purpose of visit to the US
- IRS Form W-8BEN
  - Certificate of Foreign Status
  - Complete in lieu of IRS Form W-9
- IRS Form 8233 (if applicable)
  - Exemption from withholding on compensation for select countries
  - Treaties with the US provide for exemption

# International Payments Cont.

- All payments subject to 30% tax withholding, until we confirm specific exemption! (IRC § 1441)
- Example: Department contracts with guest lecturer for \$1,000 honorarium

\$1,000 payment X 30% federal tax withholding

Net payment to artist : \$700 (1000 – (1000\*.30))

MSU remits to IRS: \$300 (1000 \* .30)

# International Payments Cont.

- Failure to comply with withholding rules (IRC § 1461):
  - Liability for the tax that should have been withheld
  - Substantial penalties and interest
- Payroll will provide IRS form 1042-S to all NRA's for US-sourced income including taxes withheld
- NRA's file US tax return with all US-sourced income and may be entitled to a refund of some or all of the tax withheld



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## Questions?

Contact the Business Office or Payroll Office  
before submitting any payment requests.

# Tips of the Month

## Banner Tips

Hayley Roach

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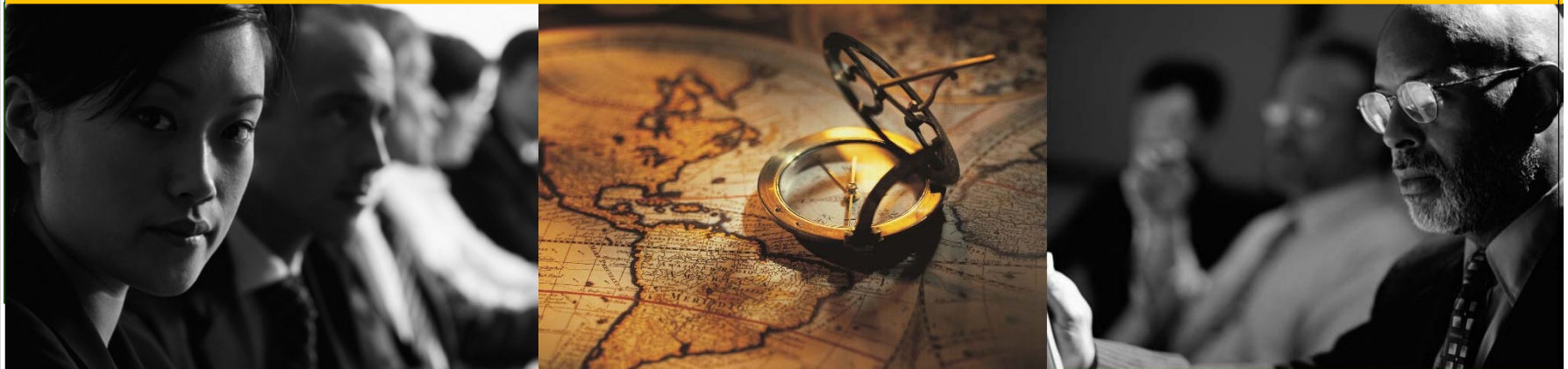
# Account Managers Group

## Comp Study Update

Dr. Marilyn Fowlé

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# Compensation and Classification Study for Midwestern State University



## Presentation of Results



April 29, 2015



# *Agenda*

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- Study Process
- Outreach Summary
- JAT Summary
- Salary Survey
- Pay Plan Structure
- Implementation



# *Study Process*

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- Conducted outreach, which included orientation sessions and focus groups.
- Collect data from all employees.
- Reviewed information submitted by employees and supervisors regarding current work performed
- Developed classification recommendations based on the information and best practices.
- Assessed pay competitiveness compared to market peers.
- Developed new (recommended) compensation and classification structure.
- Created a draft report.



# *Outreach Summary*

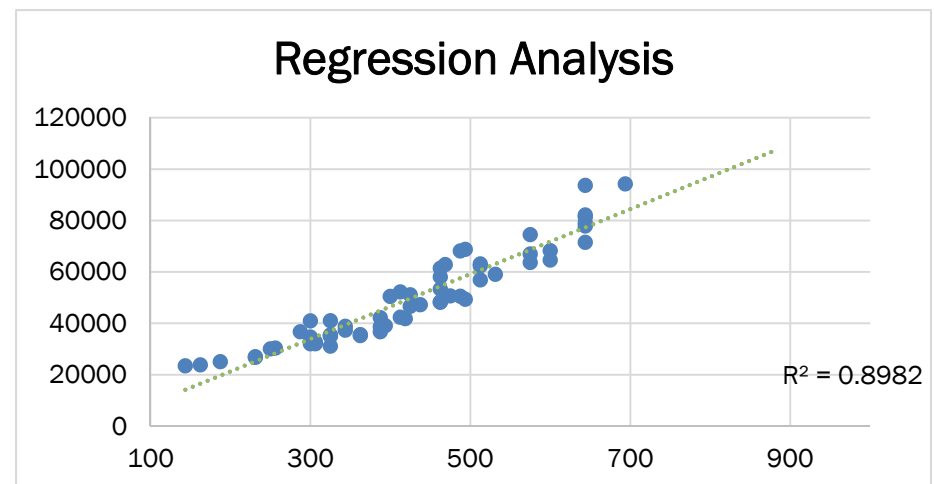
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- Employees widely cited the work environment, mission, stability, and benefits as positive characteristics.
- They were committed to serving students, appreciated the opportunity to grow and develop, and enjoyed the workplace environment and their co-workers.
- Employees expressed concerns with:
  - Employees cited instances of different level positions which required highly similar work having inequitable pay differences relative to work performed.
  - Employees generally cited that pay is better at other educational institutions.
  - Employees felt that what you make in the beginning is where you stay.



# *JAT Response Summary*

- MSU had strong JAT participation.
- JATs were not only examined for specific duties, but were also analyzed based on factors such as Leadership and Working conditions.
  - A graphical representation of the scores shows that the JAT results are highly reliable.
  - All employees' JAT scores were considered for grading recommendation purposes.



# Salary Survey

- As is the common approach in compensation studies, a representative sample of benchmark positions (63) were submitted to the market for comparison.
- Data was received from 15 respondents, shown on the right and was adjusted for geographical cost of living differences.
- 2015 CUPA data was used for select comparisons that required regional data.

TARGET
ANGELO STATE UNIVERSITY
CITY OF WICHITA FALLS
PRAIRIE VIEW A&M UNIVERSITY
SUL ROSS STATE UNIVERSITY
TEXAS A&M INTERNATIONAL UNIVERSITY
TEXAS A&M UNIVERSITY—CENTRAL TEXAS
TEXAS A&M UNIVERSITY—KINGSVILLE
TEXAS SOUTHERN UNIVERSITY
UNIVERSITY OF HOUSTON—CLEAR LAKE
UNIVERSITY OF HOUSTON—VICTORIA
UNIVERSITY OF NORTH TEXAS AT DALLAS
UNIVERSITY OF TEXAS AT TYLER
UNIVERSITY OF TEXAS OF THE PERMIAN BASIN
WEST TEXAS A&M UNIVERSITY
WICHITA FALLS ISD



## *Salary Survey (cont.)*

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- When considering the public market:
  - MSU is approximately 6.4 percent below the market minimum.
  - MSU is approximately 2.0 percent below the market midpoint.
  - MSU is approximately 0.6 percent above the market maximum.



# Current Pay Plan

- The pay plan is equitably designed with alternating range spreads and midpoint progression.
- The plan included lower level positions in the pay plan.

Current Pay Plan					
Grade	Minimum	Midpoint	Maximum	Range Spread	Midpoint Progression
1	\$17,292.00	\$22,272.00	\$27,252.00	58%	-
2	\$17,832.00	\$22,884.00	\$27,936.00	57%	2.7%
3	\$18,360.00	\$23,514.00	\$28,668.00	56%	2.8%
4	\$18,840.00	\$24,084.00	\$29,328.00	56%	2.4%
5	\$19,332.00	\$24,708.00	\$30,084.00	56%	2.6%
6	\$19,812.00	\$25,338.00	\$30,864.00	56%	2.5%
7	\$20,340.00	\$26,016.00	\$31,692.00	56%	2.7%
8	\$20,916.00	\$26,700.00	\$32,484.00	55%	2.6%
9	\$21,444.00	\$27,612.00	\$33,780.00	58%	3.4%
10	\$22,020.00	\$28,380.00	\$34,740.00	58%	2.8%
11	\$22,632.00	\$29,160.00	\$35,688.00	58%	2.7%
12	\$23,220.00	\$29,922.00	\$36,624.00	58%	2.6%
13	\$23,880.00	\$30,762.00	\$37,644.00	58%	2.8%
14	\$24,564.00	\$31,638.00	\$38,712.00	58%	2.8%
15	\$25,284.00	\$32,544.00	\$39,804.00	57%	2.9%
16	\$25,980.00	\$33,492.00	\$41,004.00	58%	2.9%
17	\$27,084.00	\$34,632.00	\$42,180.00	56%	3.4%
18	\$27,912.00	\$35,676.00	\$43,440.00	56%	3.0%
19	\$28,728.00	\$37,386.00	\$46,044.00	60%	4.8%
20	\$29,604.00	\$38,268.00	\$46,932.00	59%	2.4%
21	\$30,444.00	\$40,362.00	\$50,280.00	65%	5.5%
22	\$31,380.00	\$41,580.00	\$51,780.00	65%	3.0%
23	\$32,304.00	\$43,614.00	\$54,924.00	70%	4.9%
24	\$33,300.00	\$45,780.00	\$58,260.00	75%	5.0%
25	\$34,296.00	\$48,090.00	\$61,884.00	80%	5.0%
26	\$35,316.00	\$50,514.00	\$65,712.00	86%	5.0%
27	\$36,924.00	\$53,370.00	\$69,816.00	89%	5.7%
28	\$38,520.00	\$56,358.00	\$74,196.00	93%	5.6%
29	\$40,416.00	\$59,622.00	\$78,828.00	95%	5.8%
30	\$42,300.00	\$63,030.00	\$83,760.00	98%	5.7%



# Proposed Pay Plan

New structure recommendations include:

- Create one unified pay plan for employees
- Utilize uniform range spreads and midpoint progressions
- Add an executive sub-plan
- Accommodates a living wage at entry

Grade	Minimum	Midpoint	Maximum	Range Spread	Midpoint Progression
101	\$19,178.00	\$24,451.95	\$29,725.90	55%	-
102	\$19,868.41	\$25,332.22	\$30,796.03	55%	3.6%
103	\$20,583.67	\$26,244.18	\$31,904.69	55%	3.6%
104	\$21,324.68	\$27,188.97	\$33,053.26	55%	3.6%
105	\$22,092.37	\$28,167.77	\$34,243.18	55%	3.6%
106	\$22,887.70	\$29,181.81	\$35,475.93	55%	3.6%
107	\$23,711.65	\$30,232.36	\$36,753.06	55%	3.6%
108	\$24,565.27	\$31,320.72	\$38,076.17	55%	3.6%
109	\$25,449.62	\$32,448.27	\$39,446.92	55%	3.6%
110	\$26,365.81	\$33,616.41	\$40,867.01	55%	3.6%
111	\$27,314.98	\$34,826.60	\$42,338.22	55%	3.6%
112	\$28,298.32	\$36,080.36	\$43,862.39	55%	3.6%
113	\$29,317.06	\$37,379.25	\$45,441.44	55%	3.6%
114	\$30,372.47	\$38,724.90	\$47,077.33	55%	3.6%
115	\$31,465.88	\$40,119.00	\$48,772.11	55%	3.6%
116	\$32,598.65	\$41,563.28	\$50,527.91	55%	3.6%
117	\$33,772.20	\$43,059.56	\$52,346.92	55%	3.6%
118	\$34,988.00	\$44,609.70	\$54,231.40	55%	3.6%
119	\$36,247.57	\$46,215.65	\$56,183.74	55%	3.6%
120	\$37,552.48	\$47,879.42	\$58,206.35	55%	3.6%
121	\$38,904.37	\$49,603.08	\$60,301.78	55%	3.6%
122	\$40,304.93	\$51,388.79	\$62,472.64	55%	3.6%
123	\$41,755.91	\$53,238.78	\$64,721.66	55%	3.6%
124	\$43,259.12	\$55,155.38	\$67,051.64	55%	3.6%
125	\$44,816.45	\$57,140.97	\$69,465.50	55%	3.6%
126	\$46,429.84	\$59,198.05	\$71,966.25	55%	3.6%
127	\$48,101.32	\$61,329.18	\$74,557.04	55%	3.6%
128	\$49,832.96	\$63,537.03	\$77,241.09	55%	3.6%
129	\$51,626.95	\$65,824.36	\$80,021.77	55%	3.6%
130	\$53,485.52	\$68,194.04	\$82,902.56	55%	3.6%
131	\$55,411.00	\$70,649.02	\$85,887.05	55%	3.6%
132	\$57,405.79	\$73,192.39	\$88,978.98	55%	3.6%
133	\$59,472.40	\$75,827.31	\$92,182.22	55%	3.6%
134	\$61,613.41	\$78,557.10	\$95,500.78	55%	3.6%
135	\$63,831.49	\$81,385.15	\$98,938.81	55%	3.6%
200	\$69,256.98	\$93,496.92	\$117,736.86	70%	5.0%
201	\$72,719.82	\$98,171.76	\$123,623.70	70%	5.0%
202	\$76,355.82	\$103,080.35	\$129,804.89	70%	5.0%
203	\$80,173.61	\$108,234.37	\$136,295.13	70%	5.0%
204	\$84,182.29	\$113,646.09	\$143,109.89	70%	5.0%
205	\$88,391.40	\$119,328.39	\$150,265.38	70%	5.0%





# *Next Steps*

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- Finalize solution
- Submit draft and final report
- Submit updated job descriptions
- Communication with employees



*Thank You!*

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# SHRED DAY

- Next scheduled date:
  - July 13<sup>th</sup>, 2016
- Documents must be sent to central warehouse prior to these dates
- No cost to your department



# Account Managers Group

Open For  
Questions and Answers





Thank you!

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