



# Important Year End Information for Cal Poly Pomona Employees

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## W-2 Time is Approaching

Has your mailing address changed? If you have had a change in mailing address, please make sure your new address is on file with Payroll Services no later than Friday, December 8, 2017. The State Controller's Office will mail your 2017 W-2 (Wage and Tax Statement) directly to the address you have on file with Payroll Services.

For verification purposes, your address of record is printed on the bottom of your paycheck stub issued at the end of October. You can also view/update your address through Employee Self-Service on *BroncoDirect*, available through [my.cpp.edu](http://my.cpp.edu).

## December Payday: Special Disbursement on Friday, 12/29/17, 10:30 – 11:30 am (Please Bring Photo ID)

December paychecks for faculty and staff will be released to employees at the Cashier's Office on Friday, December 29, 2017. The Cashier's Office is located at the Aratani Japanese Garden entrance of University Financial Services, on the first floor of the CLA Building 98.

Paychecks that are not picked up on December 29, and direct deposit advice notices, will be released in the CLA Building 98, CLA 8th Floor Heritage Conference Room, to authorized department representatives at 9:00 am on Tuesday, January 2, 2018.

**Direct Deposits:** The posting date will be Tuesday, January 2, 2018, for employees on direct deposit. Please contact your financial institution to determine when your funds will be available.

## 2018 Medical Premium Contributions

Employees enrolled in medical coverage through the university will have the new 2018 premium deductions take effect on this same paycheck (December 2017, dated January 1, 2018).

## Social Security and CalPERS Wage Cap

Both Social Security and CalPERS limit the amount of earnings subject to taxation and/or contribution for each year. For employees whose contributions have stopped due to meeting the 2017 compensation limits, deductions will resume on the December 2017 paycheck dated January 1, 2018.

## **Holiday Observances for Next Year**

Holiday observances for calendar year 2018 are now listed on the Payroll Services website. To view the 2018 holiday observances and for the remainder of 2017, visit our [Holiday Schedule webpage](#).

## **Questions**

Any questions regarding the information in this message should be directed to Payroll Services at extension 2233.

Best,

### **Mary A. Martinez**

Director, Payroll and Benefits Services

Cal Poly Pomona

3801 W. Temple Avenue – CLA Building 98, Room B1-20

Pomona, CA 91768