

# REPORTING EMPLOYEE MOVING EXPENSE REIMBURSEMENTS PY-30 | INFOTYPE IT0015



The purpose of this Business Process Procedure is to explain how to report employee moving expense reimbursement in the Integrated HR-Payroll System.

Moving expenses are defined as the reasonable cost of moving household goods and personal effects from a former residence to a new residence and traveling from the former residence. State agencies must follow the relocation guidelines in the State Budget Manual to pay employee moving expenses.

The Internal Revenue Service requires certain moving expense payments to be included on an employee's W-2 form. See Moving Expenses on the IRS Website for more information.

Once expenses are verified and approved by the agency, changes can be made to an employee's wage records.

# Wage Types Used Within the Integrated HR-Payroll System

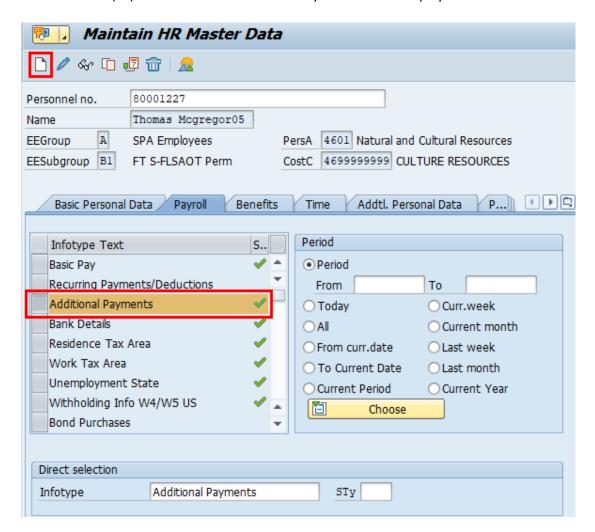
This information is keyed into the Additional Payments Infotype (IT0015).

- 1450 Relocation Taxable, reimbursement DOT
  - Pays the employee and taxable earnings are reported on the W-2.
- 1454 Relocation Taxable Reimbursement
  - o Pays the employee and taxable earnings are reported on the W-2.
- 1456 Relocation Taxable Reimbursement PORTS
  - o Pays the employee and taxable earnings are reported on the W-2.
- 1458 Relocation Taxable, Non-Reimbursement
  - Taxable earnings are reported on the W-2. Assumes payment was made outside of payroll system.

### **Procedure**

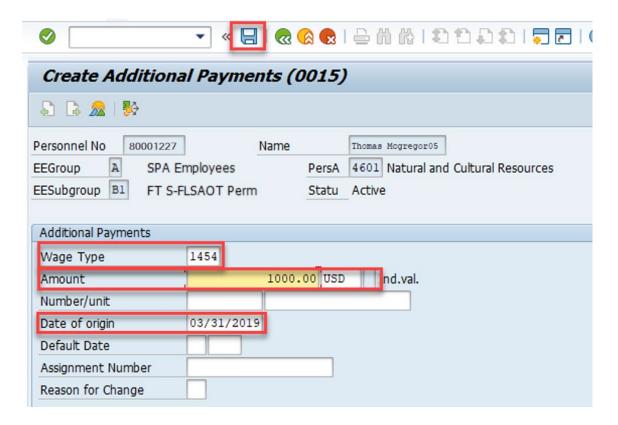
- 1. Go to transaction PA30 (Maintain Master Data File).
- 2. Enter Employee Identification Number (PERNR).
- 3. Select Additional Payments Infotype (IT0015) under the Payroll Tab.

4. Click the **Create** (F5) button. The Additional Payments screen displays.



- 5. Complete Infotype IT0015 (Additional Payments). Enter the following data:
  - Wage type
  - Dollar amount
  - Date of origin
- 6. Click or press **Save** to return to the initial screen.

7. Repeat process for additional wage types if necessary.



- The moving expense amounts display in the Total Other Pay section of the remuneration statement.
- Notice in this example, the expense is non-taxable and non-reimbursable and, therefore, is not part of the current tax or net pay calculations.

Remuneration statement							
Pay Period: 04/01/2019 through 04/30/2019 Check Date: 04/30/2019				Name: Thomas Mcgregor05 Personnel No: 80001227 Organization: 4601-Natural and Cultural Resources			
	Earnings	Deductions	Taxes	Net Pay	Deductions	Current	YTD
Current:	4,341.75 -	101.08 -	1,079.12 =	3,161.55	BYUP 80/20 AT	50.00	200.00
YTD:	15,138.20 -	404.32 -	3,557.54 =	11,176.34	** Total Health Insurance	50.00	200.00
) Earnings		Hours	Current	YTD	NC Flex Dental-AT	35.90	143.60
					NC Flex Cancer AT	15.18	60.72
Regular Salary Paid Holiday			3,341.75	13,058.52 308.48	** Total Other Deductions	51.08	204.32
** Total Base Pay			3,341.75	13,367.00	Total Deductions	101.08	404.32
Holiday Comp Payout 771.20							
Relocation tax, reimburs			1,000.00	1,000.00			
** Total Other Pay			1,000.00	1,771.20			
Total Earni	ings		4,341.75	15,138.20			



For additional assistance in keying data in IT0015, reference the business process procedure on one-time payments and deductions located on the OSC Training > Help Documents website.

https://www.osc.nc.gov/documents/one-time-payment-deductions-infotype-0015

## **Additional Resources**

Training HELP website: <a href="https://www.osc.nc.gov/training/training-help-documents">https://www.osc.nc.gov/training/training-help-documents</a>

# **Change Record**

Change Date: 8/13/2020 – Changed by C. Ennis

Changes: Updated format, assigned reference number, and made accessible

Change Date: 4/30/2021

Changes: Updated images, added Alt Text. L. Lee