

### ***Relocation Allowance Payment Guidelines and Form***

The following guidelines list the steps and related information to process a request for Relocation Allowance Payments through Workday. Departments will need to complete Page 2 of this document and submit to Payroll Services via Laserfiche's Work in Progress – Payroll folder. No supporting documentation is required as an attachment to the form. After the form has been submitted a corresponding One Time Payment request should be routed in Workday.

1. *Submit the approved required payment form called "Relocation Allowance Payment" (Page 2 of this document). Drop the form in Laserfiche, Work in Progress – Payroll.*
2. *Process a Request One-Time Payment in Workday for Relocation Allowance or Relocation Allowance-gross up.*
3. *All employee relocation expenses must be paid from local funds. **No state funds may be used.***
4. *Payments will be processed on the employees next scheduled pay date after the business process is complete.*
5. *Federal Income Tax will be computed at the 22% supplemental payment rate in addition to FICA deductions at 7.65%*
  - a. *Departments can determine if the payment is to be "Grossed- Up" for tax purposes. This is not a requirement.*
6. *IRS considers allowances as Wages and therefore will be reported in Box 1 on their W-2.*
7. *Relocation Allowance Payments are not subject to retirement in accordance with Texas Administrative Code Chapter 25.6(a)(5)(A).*
8. *No payments will be made directly to moving companies, hotels, or any other vendors providing moving, travel or house hunting services. This restriction is applicable to payments made on the payment or travel cards.*
9. *Receipts are not required for 'allowances'.*
10. *The payment of Relocation Allowance Payments has no impact on temporary housing, which is already processed as taxable.*



**Relocation Allowance Payment**

**Privacy Notice:** State Law requires that you be informed that you are entitled to: (1) request to be informed about the information collected about yourself on this form (with a few exceptions as provided by law); (2) receive and review that information; and (3) have the information corrected at no charge. To request this information, contact the Payroll Office using the information at the bottom of this form.

**INSTRUCTIONS:**

This form is to be used in computing payments to employees for relocation purposes. Complete the highlighted fields below. Departments who are paying the taxes on behalf of the employee will note "Yes" using the "Department Pays Taxes" box below. State Funds may not be used. Payments will be made via paper check unless a Direct Deposit Form is on file. No supporting documentation is required as an attachment to this form.

**NOTE:**

The only deductions taken are FIT at 22%, OASI at 6.2%, and OAH at 1.45%.

UIN	Last Name	First Name	PIN

System Part	Account Number <small>(State Funds may not be used)</small>	Support Account	Accounting Analysis

Payment Amount	Department Pays Taxes? <small>(Check if Yes)</small>		Gross Up Amount if Dept pays taxes
	<input type="checkbox"/>		NO GROSS UP

**COMMENTS:**

\_\_\_\_\_  
 Unit Head Signature

\_\_\_\_\_  
 Administrative Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 SRS Signature – required if using grant funds

\_\_\_\_\_  
 Date

**Submit completed form to AgriLife Payroll via:**

**Laserfiche "Work in Progress Payroll" folder**  
**Email: [agpayroll@ag.tamu.edu](mailto:agpayroll@ag.tamu.edu)**  
**Mail to: 2147 TAMU, College Station, TX 77843**

**For Questions Call: 979-845-3636**