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Subject: Updates needed for employee work locations

Hello Area Personnel Administrators:

The deadline for updating work locations is fast approaching as WSU prepares to launch the [State Income Tax Project](#). State income taxes will be automatically withheld from employee paychecks starting in January 2022.

In order to ensure that the correct amount of state income tax is withheld for each employee, it is important that their home and work addresses be as accurate as possible in Workday. The Modernization team has already reached out to all employees about the importance of reviewing and updating their home addresses. HR Partners are responsible for updating Work Locations for employees in Workday.

- Update Work Locations for ***ALL*** employees in Workday. Work Locations link directly to the business address listed for employees.
- Add an Alternate Work Location for those employees who are working remotely.

Both tasks can be completed in Workday using [this new Reference Guide](#). These tasks for all employees in your area must be updated **no later than December 15, 2021**. HR Partners can access the following report to assist in this review: **CR HCM Employee Directory**

Information on Remote Work can be found [here](#).

For telework questions, contact your [HRS Service Team](#). For Payroll or tax questions contact [Payroll Services](#). Thank you for being a critical part of helping successfully launch automatic withholding of state income taxes.

Please share this email.

Regards,

Theresa



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