

**To:** Montgomery College Employees

**From:** Jacqueline E. Williams, CPP, Payroll Manager  
Office of Human Resources and Strategic Talent Management

**Subject:** Important Year End Payroll, Leave, and Tax Reminders

**Date:** November 23, 2020

**Early Timesheet Deadline for Final Paycheck of 2020**

Montgomery College will be closed for Winter Break from Thursday, December 24, 2020 through Friday, January 1, 2021. In order to process the final pay period of 2020, **timesheets are due by noon on Wednesday, December 16** for pay period BW54 for time worked and leave used from December 12 to December 25, 2020.

Employees will receive their final pay for 2020 on Thursday, December 31, 2020. All paper checks will be mailed on Tuesday, December 29. Because January 1, 2021 is a Federal holiday, mail may be delayed. If you receive paper checks and your check is not received by Thursday, January 7, please contact [Payroll@montgomerycollege.edu](mailto:Payroll@montgomerycollege.edu).

The best way to ensure timely receipt of your paycheck is through direct deposit. Therefore, **employees receiving paper checks are strongly encouraged to sign up for direct deposit** through [MyMC](#) (Employee Resources → Direct Deposit icon → Direct Deposit Form). Setting up direct deposit can take up to two pay periods to fully process, so if you prefer to have your final 2020 paycheck safely and securely deposited into your bank account, please complete the electronic direct deposit authorization form as soon as possible. [View the full memo regarding the electronic direct deposit authorization form for additional details.](#)

**Annual Leave Carryover**

As a reminder, **the last day to use annual and personal leave is Wednesday, December 23**. Unused personal leave cannot be carried over and, therefore, any remaining personal leave will be lost as of December 24, 2020.

Given the many uncertainties that lie ahead in 2021, such as the status of the College's budget and operations, **there will be no exceptions to the annual leave carryover maximum granted this year for staff and administrators**. This is consistent with our full-time faculty and department chairs who also received no exceptions to their annual leave carryover maximums last summer. [View the full memo regarding this change for additional details.](#)

Employee leave balances may be viewed via MyMC (Employee Resources → Leave Balance icon).

### **Verification of Personal Information for W-2 Processing**

In an effort to reduce the administrative burden of processing paper end-of-year W-2 tax statements, we encourage those that have elected to receive their W-2 electronically to do so via [MyMC](#) (Employee Resources → Tax Forms icon → Electronic W-2 Consent; scroll to the bottom, make election, click Submit). **Electronic W-2s will be available in MyMC no later than January 20, 2021.**

If you prefer to receive a paper W-2, it is important that your address is accurate. Please take a moment to log into Workday and verify that your mailing address is correct. **Paper W-2s will be mailed, per IRS regulations, no later than January 31, 2021.**

All employees should take a moment to ensure that all personal information is correct in Workday. Please update your personal information in Workday via [MyMC](#) by Friday, December 18. [Access these step-by-step instructions to make changes in Workday.](#) If you discover that your social security number is incorrect, please contact [HRSTM@montgomerycollege.edu](mailto:HRSTM@montgomerycollege.edu) for assistance.

### **Social Security Wage Base and Medicare Tax Rates for 2021**

For planning purposes, the social security wage base will be increased to \$142,800 for 2021 for a maximum social security tax of \$8,853.60. The Medicare tax rate will remain 1.45% on the first \$200,000 of wages. This is for your information only; there is no action required.

Please contact [me](#) if you have any questions or concerns or email [Payroll@montgomerycollege.edu](mailto:Payroll@montgomerycollege.edu) for assistance. Have a lovely and safe Thanksgiving holiday!