W-2 Forms
W-2 forms are now available online through self service. WMU employees can consent now to access an electronic PDF copy of their 2013 WMU W-2 Form. W-2 forms will be mailed Jan. 31 to the home addresses of those who have not made such an authorization.

KEEP YOUR DATA SECURE
Employee Self Service allows you to manage your personal information electronically without having to submit paper or calling human resources or payroll. View and/or update your address and phone number, paycheck information, current and previous W-2s, benefit information and more, all accessible through GoWMU.

All passwords are to be treated as sensitive, confidential Western Michigan University information. Once you have completed your self-service session, remember to sign out of the system. Sessions will be timed out after 20 minutes of inactivity. Stay up to date on the latest email and computer scams @ http://www.wmich.edu/it/newspishing

International Employee withholding
International employees (both student workers and regular staff) from tax treaty countries who are eligible for exemption from income tax withholding need to complete a new (2014) W-4 and related paperwork (Form 8233 if exempt by treaty) each calendar year at the Payroll Department. Treaty Countries below:

- Australia
- Austria
- Bangladesh
- Barbados
- Belgium
- Bulgaria
- China
- Cyprus
- Czech Republic
- Denmark
- Egypt
- Estonia
- Finland
- France
- Germany
- Greece
- Hungary
- Iceland
- India
- Indonesia
- Ireland
- Israel
- Italy
- Jamaica
- Japan
- Kazakhstan
- Korea
- Latvia
- Lithuania
- Luxembourg
- Mexico
- Morocco
- Netherlands
- New Zealand
- Norway
- Pakistan
- Philippines
- Poland
- Portugal
- Romania
- Slovak Republic
- Slovenia
- South Africa
- Spain
- Sri Lanka
- Thailand
- Trinidad & Tobago
- Tunisia
- Ukraine
- United Kingdom
- USSR (CIS)
- Venezuela

W-4
If you would like to change or update your tax withholding information this can also be done via Employee Self Service Channel within GoWMU.

PAYROLL
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- Ireland
- Israel
- Italy
- Jamaica
- Japan
- Kazakhstan
- Korea
- Latvia
- Lithuania
- Luxembourg
- Mexico
- Morocco
- Netherlands
- New Zealand
- Norway
- Pakistan
- Philippines
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- Japan
- Kazakhstan
- Korea
- Latvia
- Lithuania
- Luxembourg
- Mexico
- Morocco
- Netherlands
- New Zealand
- Norway
- Pakistan
- Philippines
- Poland
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- Kazakhstan
- Korea
- Latvia
- Lithuania
- Luxembourg
- Mexico
- Morocco
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**ACCOUNTING SERVICES**

**ACCOUNTS RECEIVABLE**

**Touchnet**
The University will be upgrading the Touchnet payment systems on Wednesday, March 5th.

The vendor, Touchnet, requires that all payment systems are down during the upgrade. (This is the week of Spring break for the students.) This includes the online payment system, making payments at Bronco Express, the Cashiering office, and any website that uses Touchnet for the payment gateway.

We are estimating that this will take most of the day. The systems will be available once the upgrade is completed. Please share this information with your staff.

**Health and Travel Tip:**
**Blood clots can sometimes form in your legs during air travel because you are immobile for long periods of time, often sitting in cramped spaces with little leg room.**
**For additional information, go to www.hematology.org/patients/blood-disorders/blood-clots/5234.aspx**

**PROCUREMENT CARD**

**Audit**
Payroll and Disbursements concluded their procurement card audit this past fall. Thank you to the departments for their cooperation and preparedness in helping facilitate this process so efficiently.

**Reminder:**
Procurement card transactions need to be signed off on every month to restore the monthly credit amount.

**TRAVEL**

**Car Rental RFP**
The Purchasing Department initiated a request for proposal in October for the University car rental vendor contract. RFP Candidates presented their proposals to a WMU committee before winter break. More information is to come as the final phase approaches.

**New Mileage Rate**
The IRS has announced the mileage rates applicable for 2014. Effective January 1, 2014, the mileage rates are 56 cents per mile for business use of an automobile and 23.5 cents per mile for use of an automobile as a moving expense. The updated forms can be found on the Payroll website at http://www.wmich.edu/payroll/forms.html#disbursements

**Travel Authorization System**
As many of you are aware, the current travel authorization system is being reviewed. Stay tuned for more information to come.

**Hiring Manager Reminder**
The University does not normally allow paying or reimbursing travel expenses for interview candidates. Exceptions need VP approval.