MUSC Payroll Tutorial on Commonly Asked Questions

Question: How do I view my pay stub?

- Answer: As an active MUSC employee, you can view your paystub in My Records – a single web interface that offers you access to your records, including your paystub, your benefits information, your leave and your personal information. This is a secure connection. You will be prompted for your NetID and password. Once you have separated employment with MUSC, you lose access to this site.

Question: How do I change my tax withholdings or filing status?

- Answer: You can change filing status or the amount of allowances at any time by filling out a new W-4 Form. W-4 forms may be obtained in the Department of Human Resources (Harborview Office Tower Suite 105) or in My Records by clicking on “W-4,” and following the instructions.

Question: How do I change my address?

- Answer: There are three ways to change your address. The easiest way is to login to My Records, click “My Personal Information” and then click “Change Address.” The other method is to contact Human Resources directly (843-792-2071). This is especially important if you are terminating services with the Medical University of South Carolina since your W-2 will be mailed to the address on file. If you have separated employment with MUSC and need to have a W-2 mailed to your new address, please contact Payroll (843-792-2191).

Question: Why do the wages listed on my W-2 not match the paystub in My Records?

- Answer: The paystub listed in My Records reflects current and year-to-date (YTD) earnings and current and YTD deductions. Total earnings are the total amount of wages earned before any deductions and withholdings have been deducted. The wages listed on the W-2 are the calendar year taxable wages. To calculate box 1 of your W-2, subtract the YTD pre-tax deductions from Total Earnings in your pay stub.
Question: What is OASDI tax?

- The acronym OASDI stands for Old Age, Survivor, and Disability Insurance. This has been more commonly referred to as Social Security. OASDI refers to the tax authorized under the Federal Insurance Contributions Act, or FICA. The OASDI tax is a flat percentage (6.2%) that the employee and employer pay. Taxpayers normally pay this percentage of their gross wages until they exceed a dollar limit, determined by the IRS, that is adjusted annually. Social Security tax is a federally mandated payment into the Social Security system. The total Social Security tax you pay is recorded in box 4 of the W-2.

Question: What is Medicare tax?

- Medicare is a program that can help with medical payments and billing, once an individual is eligible for Social Security benefits. Similar to Social Security, payment into Medicare is a mandatory tax (1.45% of wages) for both the employee and the employer. If your Medicare wages exceed an annual limit determined by the IRS, the employer is obligated to withhold an Additional Medicare tax of 0.9 percent. For more information on what wages are subject to Medicare Tax, see IRS Publication 15, (Circular E), Employer’s Tax Guide.

Question: Why are my tax withholdings higher for supplemental pay (example: Award, Bonus, Dual Employment, Unused Annual Leave Payout)?

- As an employee, the amount of tax withheld from your paycheck is based upon the information provided on Form W-4. However, if you receive any form of supplemental wages federal law mandates the employer must withhold federal taxes at the supplemental rate of 25%. The state tax rate is 7%. As a result, many employees can expect to have nearly 40% of supplemental pay withheld for taxes (25% federal, 7% state and 7.65% for Social Security and Medicare).

Question: What is Opt Ret-Undec?

- Opt Ret-Undec is the truncated name for undecided retirement. Participation in one of the state retirement plans is mandatory for Classified Employees, Faculty and employees with prior SCRS pension accounts (active or inactive). You have 30 days from your hire date to select a retirement plan. Until you have chosen a plan or defaulted to the SCRS plan, the retirement deductions will automatically be withheld and listed as undecided retirement or Opt Ret-Undec.

Question: What is OTL Imputed NC?

- If you participate in the pre-tax premium feature (listed as MoneyPlus admin fee), then your entire optional life premium is deducted pre-tax. IRC section 79 provides an exclusion from tax for the first $50,000 of group term life insurance coverage provided under a policy carried directly or indirectly by an employer. The imputed cost of coverage in excess of $50,000 must be included in income, using the IRS Premium Table, and are subject to Social Security and Medicare taxes. The imputed income is listed under “Earnings” as OTL imputed NC and is added to your taxable wages.
Question: Why doesn’t my annual salary agree to my W-2?

- An annual salary is an annualized (1 year) estimate of an employee’s pay at any given time. For example, an employee may have an annual salary of $40,000 in January, and through a promotion, COLA (cost of living adjustment) or some other form of salary change, the annual salary increases to $45,000 in November. The W-2 reports your gross earnings for the calendar year, net of pre-tax deductions, as detailed earlier in this tutorial.

Question: I am an exempt employee - why are my Annual and Sick Leave balances not current on my paystub?

- Leave entered into Kronos (University Timekeeping system) is transferred into Hermit (University Payroll system) every two weeks. As a result, leave balances for non-exempt employees are current, but they are usually a week or two behind for exempt employees depending on the pay schedule. Employees can request current leave balances from their timekeepers or view these on their home timeclock.