PAYROLL INFORMATION

ALL PAYROLL QUESTIONS SHOULD BE DIRECTED TO
KATHY SUMMERS AT ksummer@emory.edu or 404-727-1442.

1) EMORY PAYROLL: As Teaching Artist Affiliates, you are placed on the payroll because you have a regular, weekly teaching assignment that includes duties that directly impact student grades. Teaching Affiliates are paid through Emory Payroll for MUS 320, MUS 310, and ongoing MUS 300 chamber ensembles.

Once you are on the payroll, payment for any other service (concert performance, section rehearsals, etc) must be paid as an ‘extra duty’ and taxed at a higher rate. The IRS sets this tax rate, and it is an IRS regulation that an employee cannot be paid both in a W-2 status (payroll) and 1099 (honorarium) status by the same employer. There is nothing that Emory or the Music Department can do about this. We appreciate your understanding.

Teaching Affiliates who provide extra duties are required to sign a service agreement for each service. Your area coordinator should have copies of these forms or you may contact Aimee McCarron.

2) HONORARIA: Only individuals who are not on the payroll, i.e. without weekly teaching duties, can be paid under the 1099 Honoraria status. You must complete an Emory New Supplier Individual Information Form the first time you perform this service at Emory.

3) NEW HIRES: You must submit the Emory Pre-Start Form in person to Kathy Summers, Music Department Academic Department Administrator. Kathy’s office is in the Music Department office suite, 1804 North Decatur Road, Room 230.

Along with this form you will bring documents of your choice required to prove your identity and eligibility to work in the United States. Since this process is online, please call Kathy if you have questions regarding which documents Emory can accept for your employment.

You will receive an email from Emory Human Resources that will guide you through completing the steps to be placed on the Emory payroll, including the online federal and state forms I-9, W-4, and G-4. You will receive via email an Emory network ID and passwords and instructions for securing your Emory employee ID card.

Following auditions and class enrollment, you will receive an email from Kathy Summers regarding MUS 310 and MUS 320 students assigned to you. This correspondence is used to confirm the names of students enrolled for that semester and your monthly salary for that semester based on that enrollment. You must reply within three business days in order to meet the first payroll deadline of the semester.

If you have any questions regarding any of these procedures, contact Kathy immediately at ksummer@emory.edu or 404-727-1442.

4) DIRECT DEPOSIT: All Emory employees must set up Direct Deposit. Please review the Emory policy on Direct Deposit: http://policies.emory.edu/4.90.

Procedures to receive payment
Following the schedule change deadline, you will receive a letter from the Music Department listing your students enrolled in MUS 320 and MUS 310, and any MUS 300 Chamber Ensembles you coach. In order to be paid, you MUST sign and return a copy of this letter to Kathy Summers noting any changes.

FEES FOR MUSIC MAJORS (MUS 320)
Emory College will provide a half-subsidy ($400) to students who are declared music majors, and the student is responsible for the other half ($400). This will not affect how you are paid — please do not accept payment from these students. This $400 fee will be automatically placed on their Emory College tuition bill when they are registered for MUS 320.

FEES FOR NON-MUSIC MAJORS (MUS 310)
Emory College will automatically post the lesson fee ($800) to the student’s tuition bill when they are enrolled in MUS 310. You will be paid through payroll, just as you are for music majors. Please do not accept payment from any student enrolled in lessons for credit.

FEES FOR NON-CREDIT PRIVATE STUDENTS
A non-major student may elect to study privately but not for credit. This is certainly allowable but should not displace a student wishing to study for credit from the studio. All non-credit students must pay the same per-lesson rate as those studying for credit.

EMORY PAYROLL AND HR FREQUENTLY ASKED QUESTIONS

If I will be teaching Emory students enrolled for credit in MUS 320 or 310, do I need to do anything to get back on the payroll for the new academic year?

Following auditions and class enrollment, you will receive an email from Kathy Summers regarding MUS 310 and MUS 320 students assigned to you. This correspondence is used to confirm the names of students enrolled for the semester and your monthly salary for that semester based on that enrollment. You must reply to that email within three business days in order to meet the first payroll deadline of the semester.

Can I confirm my MUS 320 studio enrollment by email?

No. Emory requires a signed letter that is treated as a contract. If that letter is not signed and received in the Music Department office, you will not be paid for teaching students.

How often will I be paid?

Monthly, on the last working day of each month of the academic semester.

How do I view my electronic direct deposit advice? How do I change my direct deposit, W-4, or G-4 information if I need to? Where can I get information on employee benefits available to my employee status?

Go to the Self-Service Login at this Emory web page, and follow the links as needed:
http://www.hr.emory.edu/eu/index.html

If you have any questions regarding Payroll or Human Resources, please first contact Kathy Summers at ksummer@emory.edu or 404-727-1442. If she cannot provide the answer directly, she will forward your question to the appropriate Emory office.