



Payroll Tax Updates:

- W-2's, 1098-T, 1095-C and 1042-S
- Employee Paper Reduction Project
- Other Paid Leave Compliance

To help you with accessing your W-2 and Other Annual Tax Forms:

Active employees:

Please login to P.A.S.S. click on Payroll & Compensation

Former employees:

If you are having difficulty accessing P.A.S.S. in order to retrieve the W2, please contact our IT Support Center. Email is uitsupport@uh.edu and phone number is 713-743-1411. You can also chat with IT at https://gethelp.uh.edu/#/live_chat

How can I access my Form 1098-T (Tuition Statement)?

Access form 1098-T through Student Portal Account if opt for electronic view. If not, forms were mailed out before January 31st. If you need a copy, please contact Student Services or access from your student account.

When will the Form 1095-C (Employer-Provided Health Insurance Offer and Coverage) become available?

Form 1095-C will be available by March 3rd. You can access the form through P.A.S.S. click on Benefits Summary.

When will the Form 1042-S (Annual Withholding Tax Return for US Source Income of Foreign Persons) be available?

Form 1042-S will be made available by March 15th through your FNIS account. You will receive an email notification once the forms are available.



Employee Paper Reduction Project

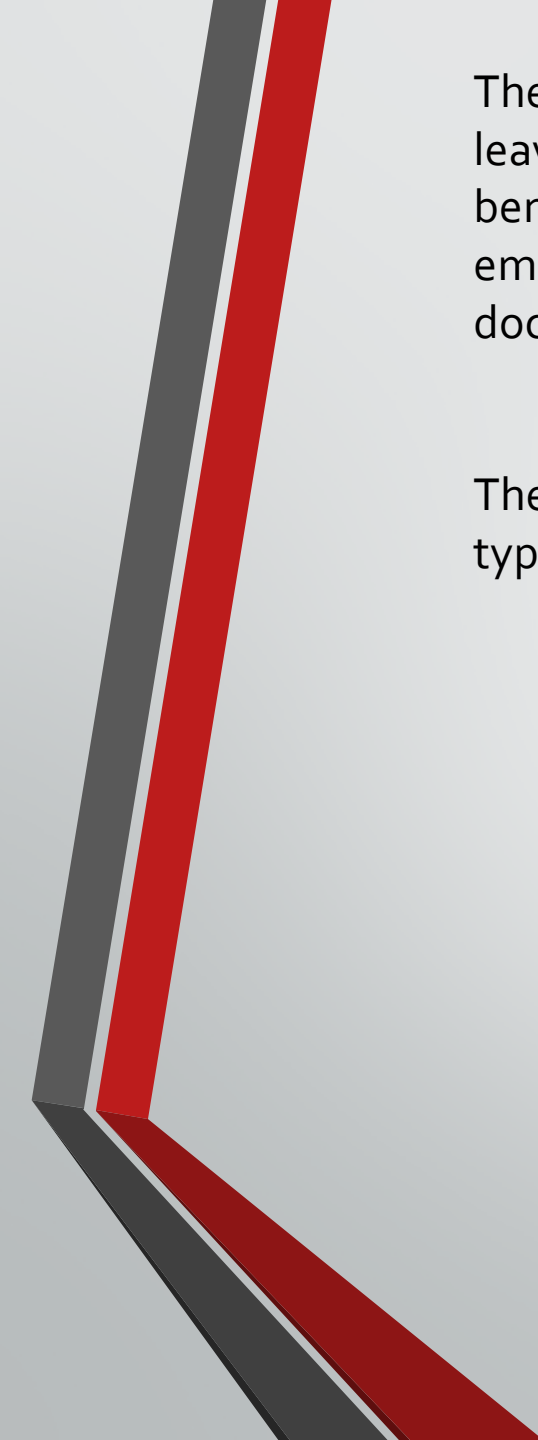
In an effort to improve efficiency for the University of Houston and save on cost and prevent fraud. The University is asking for your assistance in encouraging staff to elect for the following:

- Direct Deposit – Communicating directly with employees to make the election
- Receive W-2's and other Year-End Forms Electronically
- 1098-T - Collaboration with other Departments promoting global electronic consent.



LEAVE COMPLIANCE

OTHER PAID LEAVE



The University of Houston System provides holidays, vacation, sick leave, and other leave benefits granted by the State of Texas to regular university employees. Leave benefits may be with or without pay, based on certain qualifying conditions. Eligible employees are entitled to request and be considered for leaves described in this document. **SAM No. 02.D.04**

The Payroll Tax Office is actively auditing leave granted by the State of Texas for leave types that specifically fall under the category **"Other Paid Leave"** to ensure compliance.

- Amateur Radio Operator
- Court Appointed Special Advocate
- Educational Activities of Employees Minor Children
- Emergency Medical Service Volunteer Training
- Foster Parent Leave
- Injury Leave for Peace Officers
- Mental Health for Peace Officer
- Search & Rescue Volunteer Training Leave
- Service Animal Training for Employees with Disabilities
- Texas Voluntary Organizations Active in Disaster (Texas VOAD) Leave
- Veterans Medical Health
- Volunteer Fire Fighter Training Leave
- Voting
- Witness Leave

Other Paid Leave Types & Compliance Data

TYPES OF LEAVE					
REPORT AS Earn Code	Type of Leave	Allowable Hours/Days	Support Required	Approval Required	
OTHER	OTHER	Ameture Radio Operator		Must have a Radio license	Report to Manager
OTHER	OTHER	Court Appointed Special Advocate	5 hours per month	Documentation may be required	Report to Manager
OTHER	OTHER	Educational Activities of Employees Minor Children	8 hours of sick leave per Fiscal Year	None	Report to Manager
OTHER	OTHER	Emergency Medical Service Volunteer Training Leave	5 days max per Fiscal Year	Copy of the Notice of training or meeting	Report to Manager
OTHER	OTHER	Foster Parent Leave		Documentation may be required	Report to Manager
OTHER	OTHER	Injury Leave for Peace Officers	up to 1 year	duties substained during course of duties	Report to Manager
OTHER	OTHER	Mental Health Leave for Peace Officers		If a tramatic event was experienced in the scope of their employment.	Report to Manager
OTHER	OTHER	Reserve Law Enforcement Officer	5 days every Fiscal biennium	Documentation may be required	Report to Manager
OTHER	OTHER	Search & Rescue Volunteer Training Leave	5 days max per Fiscal Year	Copy of the Notice of training or meeting	Report to Manager
OTHER	OTHER	Service Animal Training for Employees with Disabilities	10 days max per Fiscal Year	Documentation may be required	Report to Manager
OTHER	OTHER	Texas Voluntary Organizations Active in Disaster (Texas VOAD) Leave	10 days max per Fiscal Year	Documentation may be required	Report to Manager & President/designee
OTHER	OTHER	Veterans Medical Health	15 days max per Fiscal Year, additonal days may be granted by the President if determined appropriate.	Written notice at least one week prior to appointments	Report to Manager President/designee - for additional days
OTHER	OTHER	Volunteer Fire Fighter Training Leave	5 days max per Fiscal Year	Copy of the Notice of training or meeting	Report to Manager
OTHER	OTHER	Voting	2 hours	None	Report to Manager
OTHER	OTHER	Witness Leave	All is time worked not leave, if the witness is called to appear on the University's behalf.	Documentation may be required	Report to Manager

Examples of Noncompliance - Other Paid Leave Taken

Duration	Comment	Duration	Comment
4.00	Appointment	8.00	Attending funeral and burial services for my cousin.
4.00	Appointment	8.00	Dad having surgery
8.00	attend my Aunt's funeral	2.00	Doctor's appointment
4.00	Dr. Visit	8.00	Family Emergency
8.00	For a comp day . Let me know if any clarification is needed.	8.00	Family matter out of town that I need to travel for.
8.00	Thanks	8.00	Family Trip
16.00	Funeral & A/C repair. (It would not let me put it under Vacation). My kids' school will be off the next Thursday and Friday (Oct. 10th and Oct. 11th). I have to take care of them at that time. Can I ask for two days' leave? Thank you.	8.00	Family Trip/Travel
8.00	I have some personal work and am requesting a PTO.	8.00	I have all day mediation
6.00	Religious Holyday	16.00	Out of town for family event, my brother's annual remembrance ceremony.
6.00	Religious Holyday	8.00	PTO
3.00	Renew my driving license at 12:00.	20.00	Requesting full day Monday and Tuesday and 1/2 day Wednesday.
4.00	Son spent the night before in ER.	8.00	testing Data Integrity error
8.00	This request is for Tuesday, November 12th. It won't allow me to request a day that was previously denied.	8.00	Vacation
8.00	This was for Friday, Nov 1st. It won't allow me to request another absence for the same day since it was previously denied.	8.00	Vacation
4.70	Using comp time 4.70 before expiration. Taking afternoon off but will be in office in the morning. Thank you!	4.00	Vacation - Out of town. Leaving at 1 PM
1.00	Police report	4.00	Vacation - Out of town. Leaving at 1 PM
8.00	Need to Vote	8.00	Early Voting
8.00	Voting	8.00	Voting Leave
8.00	Voting	1.00	No Comment - Need validation
8.00	Voting leave 2024	2.00	No Comment - Need validation
8.00	No Comment - Need validation	2.00	No Comment - Need validation
8.00	No Comment - Need validation	2.00	No Comment - Need validation
2.00	No Comment - Need validation	56.00	No Comment - Need validation
2.00	No Comment - Need validation	2.00	No Comment - Need validation
8.00	No Comment - Need validation	8.00	No Comment - Need validation
2.00	No Comment - Need validation	16.00	No Comment - Need validation
8.00	No Comment - Need validation	8.00	No Comment - Need validation
8.00	No Comment - Need validation	4.00	No Comment - Need validation
14.00	No Comment - Need validation	4.00	No Comment - Need validation
8.00	No Comment - Need validation	8.00	No Comment - Need validation
2.00	No Comment - Need validation	8.00	No Comment - Need validation
8.00	No Comment - Need validation	4.00	No Comment - Need validation
8.00	No Comment - Need validation	4.00	No Comment - Need validation
8.00	No Comment - Need validation	1.00	No Comment - Need validation
1.00	No Comment - Need validation	3.00	No Comment - Need validation
2.00	No Comment - Need validation	3.00	No Comment - Need validation
2.00	No Comment - Need validation		

Non-Compliance Types of Leave Requests:

(09/01/2024 – 01/31/2025)

- Voting – Requests submitted for more than the allowable 2 hours
- No Comments – Submitting request without indicating what its for
- Dr. Appointments – Should be reported under Sick Leave
- Vacation , Personal Days, Mediation, Stay home with Children, Religious Holidays, DPS appointments, Police Report (if not UH related based on policy requirements) – Should be reported under Vacation, if the employee is not in a vacation accruing position then it should be reported as unpaid leave.
- Comp Time – Salaried employees do not accrue Comp Time and this time off must be reported as vacation, if the employee is not in a vacation accruing position then it should be reported as unpaid leave.
- Funerals – Should be reported as Bereavement

Always refer to policy for compliance. SAM 02.D.04



We need your help to ensure that leave being reported is following all relevant laws, regulations, standards and internal policies.

This can be achieved by the following:

- Educating Staff and Employees on leave policies
- Report to Managers reviewing leave and ensuring it's in compliance prior to approving the request(s).
 - Type of leave being requested under "Other Paid Leave"
 - Hours requested
 - Denying and recommending appropriate action

Your assistance helps protect the University of Houston System from violations, fines, unnecessary cost for reporting leave incorrectly.

We appreciate your support in our efforts to ensure compliance.

REFERENCES AND RESOURCES

Fair Labor Standards Act (FLSA), 29 U.S.C. § 203

Family Medical Leave Act (FMLA), 29 U.S.C. 2612

Texas General Appropriations Act

Texas Government Code

- Section 437.202 – Leave of Absence for Public Officers and Employees (Military Service)

- Chapter 613 – Reemployment Following Military Service

- Section 614.015 et seq. – Mental Health Leave for Peace Officers

- Section 659.005 – Witness Fees; Jury Service

- Section 659.015 – Overtime Compensation for Employees Subject to FLSA

- Section 659.016 – Overtime Compensation for Employees Not Subject to FLSA Section 661.021 et seq. – State Employee Family Leave Pool

- Section 661.152 – Entitlement to Annual Vacation Leave

- Section 661.206 – Educational Activities; Use of Sick Leave

- Section 661.902 – Emergency Leave

- Section 661.903 – National Guard Emergency

- Section 661.904 – Military Leave During National Emergency

- Section 661.9041 – Differential Pay

- Section 661.905 – Volunteer Firefighters, EMS Volunteers, and Search and Rescue Volunteers

- Section 661.906 – Foster Parents

- Section 661.9075 –Volunteers of Texas Voluntary Organizations Active in Disaster

- Section 661.909 – Leave Without Pay; Leave of Absence

- Section 661.910 – Assistance Dog Training for Employees with a Disability

- Section 661.911 – Administrative Leave with Pay

- Section 661.912 – Family and Medical Leave Act (FMLA)

- Section 661.913 – Parental Leave for Certain Employees

- Section 661.914 – Voting by State Employees

- Section 661.916 – Leave for Organ or Bone Marrow Donors

- Section 661.917 – Donation of Blood

- Section 661.918 – Injury Leave for Certain Peace Officers

- Section 661.919 – Amateur Radio Operators

- Section 661.921 – Court Appointed Special Advocates Volunteer

- Section 661.922 – Reserve Law Enforcement Officers

- Section 661.923 – Leave During Agency Investigation

- Section 661.924 – Medical and Mental Health Care for Certain Veterans

- Chapter 662 – Holidays for State Employees

- Section 662.007 – Compensatory Time

Texas Education Code Chapter 51.101 – Faculty Development Leaves of Absence

Texas Labor Code Chapter 401. – Texas Workers Compensation Act

SAM 02.D.01 – Vacation and Sick Leave

SAM 02.D.02 – Sick Leave Pool

SAM 02.E.03 – Holidays