

Frequently Asked Questions (FAQs): (Part-Time Worker Trainer)

Q: How long will it take to receive my payment once an expense form is submitted?

A: Payroll is processed every **Tuesday** morning. All **correct** expense forms received in the mail by **Monday** will be processed Tuesday for payment on Friday.

Q: What if there is an error on the expense form submitted?

A: TMC accounting staff will advise of necessary corrections. Errors **will** cause a delay in pay.

Q: Is direct deposit available?

A: Direct deposit is available. Please submit a “voided check” or a “direct deposit form” which can be obtained from your bank. You will receive a live check on your first 2 pays regardless on what payment option has been selected.

Q: Can the direct deposit be split between more than one bank account?

A: Yes. You can split your direct deposit between as many as **five** different bank accounts.

Q: What if I move?

A: Contact the TMC immediately **and** update the Grant Tracker system. There could be local, state, or federal income tax implications. Additionally, you will need to complete a new IRS form W-4. You can obtain a blank, fillable W-4 form on the TMC website or at <https://www.irs.gov/forms-pubs/about-form-w-4> . Once completed and signed, you can mail the completed W-4 form to:

USW Tony Mazzocchi Center
Attn: Ashley Flaherty
60 Boulevard of the Allies
Room 200
Pittsburgh, PA 15222

You need to submit a new W-4 form when you:

- Get married
- Get divorced
- Gain or lose dependents
- Buy a new house
- Increase or decrease income not subject to withholding, such as dividends, interest or capital gains
- Increase or decrease itemized deductions or credits, such as job expenses or education credits.

Q: What needs to be submitted for reimbursement?

1. Completed and signed original expense form that can be found on the TMC website.
 - Select: **1. Part-Time (Worker Trainer) Employee Activity and Expense Statement**
 - Then select: **Click here for the form in Excel**
 - The form should be completed on the computer which calculates totals automatically
2. Approved Assignment and Travel Request (ATR)
3. All **original** receipts must be attached (Example: parking-taxi-tolls-baggage –rental car/gas)

4. If an overnight stay is indicated (whether paid by you or direct billed to the TMC) a zero balance hotel receipt must be included (you must request this from the hotel upon checkout).
5. The expense form must be signed by the worker-trainer.
6. Mileage will be reimbursed using the currently approved IRS mileage reimbursement rate.

Note: All expenses incurred must be pre-approved in order to receive reimbursement.

Q: Are OSHA cards a reimbursable expense?

A: The request for reimbursement must be submitted on original ATR or have approval in writing. There is no limit on dollar amount of reimbursement, but you must submit the receipt with your expense report.

Q: Can we be reimbursed for training supplies?

A: Yes. Training supplies can be reimbursed, with pre-approval. If it becomes necessary to obtain additional training supplies, trainers are permitted to expend up to \$50. Immediate notification must be made with the assigning program coordinator.

Q: Can I drive to my destination?

A: Driving is allowable up to 350 miles each way. Anything above that must have prior approval or a flight is expected to be taken.

Q: How do I know if I am having the correct amount of federal income tax withheld?

A: The IRS has a withholding calculator. It can be found on the IRS website:

<https://apps.irs.gov/app/withholdingcalculator/>

Common Mistakes:

- You cannot submit expense form before training is completed
- ATR is not attached
- Zero balance hotel receipt is not attached
- Expense statement is not signed