



SACRAMENTO
STATE

Moving & Relocation

Accounts Payable & Travel

Payroll Services

Redefine the Possible™

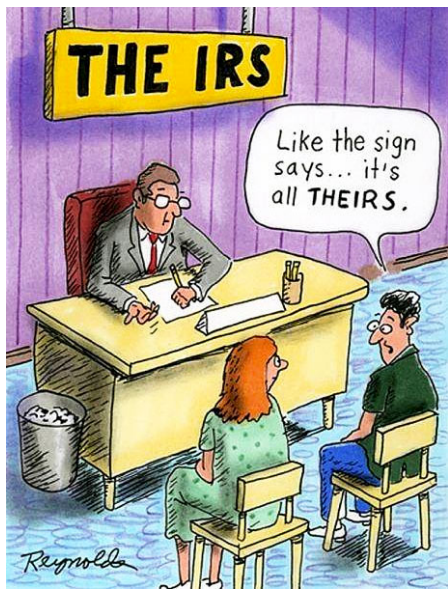
Moving & Relocation Updates

Accounts Payable & Travel and Payroll Services changes

- Submit receipts, moving expense form (new coming soon!), signed offer letter to Accounts Payable & Travel team. Purchase order no longer needed or reimbursement request
- Email documents to Sacstatetravel@csus.edu
- Once the amounts have been reviewed and approved by the Accounts Payable & Travel team the amounts will be shared with the Payroll Services team to process the payment(s)
- Watch for a SacSend BMSS email for updates to the new form and policy



Moving & Relocation Updates



- The reimbursement payments will be federal & state taxable based on the type of submission or payment. i.e. meals, storage more than 30 days, leases, temporary living expenses, moving & packing etc
- Taxes will be automatically deducted from the payment
 - ✓ Federal withholding – 22%
 - ✓ State withholding – 6.6% (if applicable)
 - ✓ Social Security – 6.2%
 - ✓ Medicare – 1.45%

Moving & Relocation Updates



- Payment will be direct deposited into the employees account within 3 to 5 business days after Payroll receives the approved amounts from A/P & Travel
- Payroll will email the employee once the payment has been processed through the State Controller's database
- Payment will be viewable the day after it has processed in the State Controller's Office Cal Employee Connect (CEC) self-service portal
- Live pay warrants will be sent to the Bursar's Office for pick-up during their open public service hours



Questions?