The 2017 SEBAC Agreement calls for a lump sum payment that will be paid in either July (7/20/18 paycheck) or October (10/26/18 paycheck) depending on the Bargaining Unit. The Agreement also deferred the April longevity payment until July 20, 2018 paycheck.

As always, employees can change their Federal and State withholding status for that one or more checks.  You must fill out two forms for each tax withholding if you choose to do this for one or more pay periods. One to change your withholding and one to change it back to your original withholding. The State and Federal W-4 forms can be found at the following link: <http://southernct.edu/offices/payroll/forms.html> .

These forms must be returned to Payroll in Wintergreen Building by the close of business on July 5, 2018 to impact the July 20 paycheck.

If you claim an exempt status, the W-4 Exemption Acknowledgment form must also be completed: <http://southernct.edu/offices/payroll/W-4_Exemption_Acknowledgment%202018%20.pdf>

Additionally, for the Lump Sum Payment, employees have the option to have this payment processed as if it were paid over several pay periods (up to 12). This option would affect Connecticut State taxes only. Those interested, please send an email to [winiarskib1@southernct.edu](mailto:winiarskib1@southernct.edu?subject=Re:%20Lump%20Sum%20SEBAC%202017) in Payroll and include your name, employee ID number and the number of tax periods (2-12). The email must be sent by close of business on July 5th, 2018 to impact the July 20 paycheck.

If you have any questions, please contact the Payroll Department at 203 392-5430.

Thank you

Payroll Team