**Changes Coming for Remote Workers in January 2023**

**What is changing?**

The University will begin withholding and remitting state taxes for workers who live or work outside of Missouri, Illinois and Kansas starting in January 2023.

**Why is this change happening?**

Several factors have led to an increase in remote workers at the University. As technology has progressed over the last few years, working remotely is becoming a more viable option for many university positions. The Covid 19 pandemic has proven that certain jobs can be done remotely. Also, the University may need to look at remote workers to help maximize applicant pools for certain jobs. With the increase in remote workers, the University needs to make this change to comply with state tax rules.

**What do I need to do now to make sure taxes are withheld for the correct state`?**

You will need to make sure that your home address in our system is accurate. First, please access your MyHR page. Choose the “My Personal Details” tile. Then on the left menu at the top choose “Addresses”. If your home address is correct, there is nothing more to do.

If your home address needs to be updated, please click on your current address and update the address. If you are updating the address to a state that is outside Missouri. In mid-December you will receive an email that your W-4 has been updated to reflect your home state. At that point, you will be able to review the W-4 and/or update the new state W-4 on your MyHR page.

**How are the three addresses defined?**

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| --- | --- |
| ***Address Type*** | ***Definition*** |
| ***Work***  | *Work address determined and updated by the home department*  |
| ***Home*** | *Physical location the employee's domicile,* ***cannot*** *be a PO/APO Box* |
| ***Mailing*** | *Address that the employee prefers to receive University mailings* |

**What are some reasons that you see employees with outdated home addresses?**

The typical reasons that home addresses are out of date are:

1. A current employee applied for their job when they lived in a different state and the home address has not been updated since their application.
2. Often for student workers, the home address listed is their guardian/parent’s home address. This needs to be changed to where the student worker is living while they are attending school, and if needed to utilize the mailing address.

**Where should I go if I have questions?**

Please contact the HR Service Center with questions. HR Service Center contact information

Office Hours: 8:00 a.m. – 4:30 p.m.

Website <https://www.umsystem.edu/ums/hr/hrservicecenter>

Phone numbers 573-882-2146, or toll free at 800-488-5288

Email Address hrservicecenter@umsystem.edu