

Last updated: 5/14/2025 Initial of completer: CMD

Compliance Requirement	Compliance Organization	Description of Requirement	Responsible Department	Responsible Party	Frequency
W-2, Wage and Tax Statement	Internal Revenue Service	Employers must file form W-2 for wages paid to each employee. Anyone required to file form W-2 must also file form W-3 and upload wage report through the Social Security Administrations website.	Payroll	Payroll Director	Annually, due 1/31 to Employee ALSO due 1/31 to Social Security Administration
Form 1042-S, Foreign Person's U.S. Source Income Subject to Withholding	Internal Revenue Service	International Treaty Employee wage filing to report amounts paid during the preceding calendar year to foreign persons that are subject to withholding, even if no amount was deducted and withheld due to a treaty or code of exemption from taxation.	Payroll	Purchase to Pay AP Lead, Procurement Director, Payroll Director	Annually, due 3/15
Pension Payments Child Support Payments Union Dues Payments	Internal Revenue Service State of Rhode Island Commonwealth of Massachusetts (Can include other various states depending on current employees)	Payments of various garnishments to State & Federal government agencies. Case by case requirements per employee. Funding of the Pension as reported by HR.	Payroll	Sr Payroll Specialist prepares and Payroll Director approves	As needed, payments made with payroll cycle
RI W2 Wage File	State of Rhode Island, Division of Taxation	to be completed by the Payroll Director annually	Payroll	Payroll Director	Annually Due January 31
Payroll Tax Payments	Internal Revenue Service State of Rhode Island, Division of Taxation Commonwealth of Massachusetts, States of PA, KS, NY, OH, CT, DC and other states as	Payments of tax withholdings from Faculty, Staff and Student Payrolls	Payroll	Sr Payroll Specialist prepares and pays, Payroll Director approves	For Federal tax collections of \$100K or more, payment is due the following day, States vary from monthly to quarterly.

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Form 941, Employers Quarterly Tax Return	Internal Revenue Service	Information filing to report the following amounts: - Wages Paid - Tips employees have received - Federal Income Tax Withheld - Employer and Employee share of Medicare - Adjustments to Social Security - Advanced Earned Income Tax Credit Payments	Payroll	Payroll Director	Quarterly - due 4/30, 7/31, 10/31 and 1/31
Form TX-17, Quarterly Tax and Wage Report	State of Rhode Island, Division of Taxation	Employer must enter employment and wage data and calculate the amount of taxes due in the Tax Report Section. Employer must also upload tape file data to RI.gov site	Payroll	Payroll Director	Quarterly - due 4/30, 7/31, 10/31 and 1/31
E-tides Employers Quarterly Return of Income Taxes Withheld	State of PA, Department of Revenue	Employer must enter employment and wage data and the amount of taxes due in the Tax Report Section. Employers must also enter for each employee the social security number, gross wages, name, taxable wages and tax withholdings during the quarter.	Payroll	Payroll Director	Quarterly - due 4/30, 7/31, 10/31 and 1/31
Form M-941, Employers Quarterly Return of Income Taxes Withheld	Commonwealth of Massachusetts, Department of Revenue	Employer must enter employment and wage data and calculate the amount of taxes due in the Tax Report Section. Employers must also enter for each employee the social security number, gross wages, name, taxable wages and tax withholdings during the quarter.	Payroll	Payroll Director	Quarterly - due 4/30, 7/31, 10/31 and 1/31

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Worker's Compensation Audit	Current Insurance Carrier	Annual Worker's Compensation Audit - looking at taxable wages, temporary agency wages, pre-tax exclusions, executive salary detail, severance payouts and copies of 941 filings	Payroll	Payroll Director	Annually
W-4, Employees Withholding Allowance Certificate	Internal Revenue Service	Employees are responsible to update/change their W4 information in Workday through employee self service. Also, upon hire, they are instructed to complete an I-9 and W-4 form in Workday.	Payroll	EMPLOYEE / HUMAN RESOURCES	Within 3 business days of new hire start date. W-4 forms do not expire the following year. They are considered valid until the employee completes another.

Form W-4 (2015) Purpose:
 Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.
Consider completing a new Form W-4 each year and when your personal or financial situation changes.