



Relocation expense reimbursements are processed through a payroll additional payment per [BPM E-7-8](#). The reimbursements are subject to tax withholdings and will be reported as taxable wages on the employee’s W-2 Form.

Prior to entry

- Verify that the offer letter includes the relocation reimbursement details, and is signed at the dean level.
- Verify that the employee’s hire information exists in SAP.

Entry

- Follow the [QRG – PA30 Create Additional Payments](#) to create the payroll entry.
- The applicable wage types are:

Relocation Expenses, 2600
 House-Hunting, 2600
 Temporary Housing, 2090

Example Additional Payment Entry

Additional Payments (0015)			
Wage Type	2600	Non Qual Moving Expenses	
Amount	4,500.00	USD	Ind.val.

After Entry

- Follow the [QRG – Generating a ZPAR](#) to create the ZPAR form.
- Submit the ZPAR, plus one copy, with the attached signed offer letter to the CAFE Business Center prior to the applicable deadline.

Example ZPAR

<u>Recurring/Additional Payments</u>	
Non Qual Moving Expenses	4,500.00 (0015)

Resources

[Payroll Schedule](#)

[BPM E-7-8](#)

[QRG – Additional Payments](#)

[QRG – Generating a ZPAR \(Payroll Authorization Record\)](#)