• **Moving Reimbursements** will now be going through EPAFs since they are now taxable (as of 2019). Previously, due to using EZ buy and tax change, some employees didn’t get a pay check when they start their job because their paycheck would be put towards the taxes from their Moving Reimbursement. Employees will now pay the moving company directly and upfront.

  - If you are giving them their Moving Reimbursement **before they start their position**, you will need to do a NH_MWH or JB_MW2 EPAF using your P10xxx position. Start the EPAF one day and end it on the next day. Then, you will need to drop a 1 in PHATIME for them, since you will not build it in AggieTime.
  
  - If you are paying **them after they start**, do a JB_ADJ EPAF with a Z_ADDT position. This EPAF needs to start the first of the month you want them paid and terminated on the last day of the month you want them paid.

• For all Moving Reimbursements, please use account 618605.

• The employee will need to do a direct deposit and fill out a W-4 before they receive their reimbursement.