Information for New Members and Visitors Being PAID DIRECTLY by IAS

Members currently at IAS or living WITHIN the United States and working remotely

Payroll Enrollment

Members in this category must have an appointment with the Comptroller’s Office to enroll in the monthly payroll. This includes health insurance and childcare subsidy payments. For the current 2021 academic year, appointments will be held via Zoom. Appointments are available Monday through Wednesday and should be scheduled using the Appointment Plus scheduler ([https://www.ias.edu/appointments](https://www.ias.edu/appointments)). The deadline to enroll in payroll is 5:00 p.m. Wednesday, September 23rd. If you have further questions, please contact compoff@ias.edu. Payroll forms will be distributed prior to your appointment via Adobe Sign.

- **Bank Account Information for Direct Deposit**
  
  If you would like your monthly IAS payment directly deposited into a bank account, you may use an existing U.S. account, or open one locally.

  Members will provide their bank information to the Comptroller’s Office via AdobeSign, accompanied by either a blank voided check or something official from the bank indicating the routing and account numbers.* If you need to open an account, many members choose PNC Bank, located at *76 Nassau Street and Palmer Square in Princeton*. This branch has a relationship with IAS, is familiar with IAS Members, and offers free checking for direct deposit accounts. The IAS shuttle makes stops at this location daily. If you do not yet have a Social Security Number, you may still open an account with PNC Bank; you will be required to provide that number to them once you receive it.

  *We cannot accept U.S. bank account and routing numbers in a handwritten note, or by quoting it in an email. You must provide something “official” from your bank, such as a blank voided check, a bank statement showing your bank information, or a “direct deposit” form provided by your bank.

- **Tax Forms** – The appropriate tax form will be sent to you prior to your appointment using Adobe Sign. Members completing a W-4 should make every effort to complete this form prior to their Zoom appointment. Questions about the form can be addressed during your appointment.

- **Receipts for Travel to IAS** – Your school’s membership award letter will indicate if you are receiving reimbursement for expenses related to your travel to IAS, as well as the amount allotted. *If there is no mention of reimbursement in your letter, you are not eligible.* If you drove your personal vehicle, mileage will be reimbursed at the current government approved rate. If providing documentation electronically, please email the receipts to compoff@ias.edu. If submitting documentation in hard copy, receipts should be taped to 8-1/2 x 11 sheets of paper and returned to the Comptroller’s Office via interoffice mail, or may be left in the Drop Box outside the ECP building. Members name and IAS school affiliation should be clearly indicated on any paperwork submitted.
The Comptroller’s Office is located in the ECP Building, at the south end of Olden Lane (#12, letter “q” on the IAS campus map). ECP also houses Crossroads Nursery School and the fitness center. The ECP Drop Box can be found on the wall directly to the right of the entrance door.

**Payroll Enrollment Deadline**

- Term I  - 5:00 p.m., Wednesday, September 23, 2020
- Term II – 5:00 p.m., Monday, January 25, 2021

**Additional Payroll Information**

- Members are paid on the last business day of the month. If you arrive in September, your first pay will be September 30th, provided you meet with our office by 5:00 p.m., Wednesday, September 23rd.

- If you arrive in January, your first pay will be January 29th.

- Member stipend checks and deduction statements will be mailed to you at your current home address. Please retain this payroll record for your file.

- If Direct Deposit Form has been completed, the funds will be available in your bank account on the pay date (last working date of the month).

- Members working remotely within the United States will be responsible for their own state tax liability. IAS will not withhold state tax.

- **Deductions** - Your monthly IAS charges will be deducted from your check. These may include the following:
  - Rent (if living on the IAS campus)
    - Term I - If you arrive in September, September and October rent will be deducted from your September check. Going forward, rent will be deducted a month in advance, i.e., November rent will be deducted from your October pay, etc. Should you arrive in a later month, rent for that and the following month will be deducted.
    - Term II - If you arrive in January, January and February rent will be deducted from your January check. Going forward, rent will be deducted a month in advance, i.e., March rent will be deducted from your February pay, etc.
    - Rent for the arrival and departure months (if not here for the entire month) will be pro-rated. Please refer to Use and Occupancy Agreement for pro-ration method.
  - Health and Dental Insurance - cost of insurance is deducted if enrolled in an IAS health or dental insurance plan
  - Misc. A/R
    - This may include dining hall charges, telephone service, postage, laundry card, pet registration, firewood, or any other item charged to your IAS I.D. card. A separate statement will be included with your paystub, detailing the charges.
**Members living OUTSIDE the United States and working remotely**

- Stipend payments will be made on the last working date of the month with the first one starting September 30, 2020.

- Payments will be made via wire transfer directly to your bank account in the currency of your account.
  
  o **Bank Account Information for Wire Transfer** - The appropriate wire request form will be sent to you using Adobe Sign. The following sections must be completed in order for us to process the payment:
    - Beneficiary Bank Information
    - Beneficiary Information
    - Wire Details

- In order to receive your first payment in September we will need your bank account information no later than September 23, 2020.

- No taxes will be deducted from the payments. Members are responsible for reporting income in their home country, if required by local laws.

- If and when you do arrive to IAS, you will need to make a payroll enrollment appointment and open a U.S. bank account, if you do not already have one.