



Date: January 23, 2015

To: Mercy College Employees

From: Narda A. Romero
Controller and Assistant Treasurer

Subject: Calendar Year 2014 W-2 Forms

Dear Mercy College Employees,

As most of you are aware, Mercy College (Mercy) processed payroll using two different systems during calendar year 2014. For the first half of the year (1/1/14 – 6/30/14) payroll was processed through ADP while the second half (7/1/14 – 12/31/14) was processed through Banner. Any employee who worked at Mercy the entire calendar year 2014 will receive two separate W-2 forms; one generated by ADP and a second by Banner. Therefore, you (or your tax preparer) cannot complete and file the federal, state, local, etc. tax forms until you have received both W-2 forms. If you began employment at Mercy after July 1, 2014 or your first paycheck was dated July 15, 2014 or later, you will only receive one W-2 generated by Banner.

The ADP and Banner W-2 forms will be mailed to you on or before January 31, 2015. If you have any questions regarding your W-2 forms do not hesitate to reach out to your Mercy Payroll Team.

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Sincerely,
The Mercy Payroll Department