

# PEPPERDINE | Human Resources

Dear New Pepperdine Employee,

Congratulations on your new position and welcome to Pepperdine University!

The rich, unique community at Pepperdine is comprised of students, faculty, staff, and friends whose backgrounds cross the lines of culture, generation, religion, race, ethnicity, national origin, education, socio-economics, age, and experience.

As a Christian University affiliated with the Churches of Christ, Pepperdine treats everyone with the respect and kindness that we have been called to show one another. The University community is a space where lives intersect and knowledge is discovered, which fortifies the strength found in our differences and uncovers the virtues revealed in diversity, unity, and restoration. To that end, Pepperdine is committed to fostering an environment free from discrimination and reserves its right to remain a Christian University by favoring co-religionists in its employment and admissions decisions.

Pepperdine's policies and procedures are designed to steward the University's mission and resources, build community, facilitate business operations, and comply with applicable laws. All faculty and staff are called to adhere to all policies and procedures, and we encourage all staff and faculty to review the Code of Ethics and University Policy Manual.

- The Code of Ethics details the ethical expectations of members of the Pepperdine University community, including treatment of others, stewardship, and conflicts of interest: <http://community.pepperdine.edu/hr/policies/ethics.htm>
- The University Policy Manual is to acquaint faculty and staff with Pepperdine employment policies, procedures, standards, and benefits. The Manual answers many common questions about employment at Pepperdine: <http://community.pepperdine.edu/hr/policies/policymanual.htm>

Again, we welcome you to the Pepperdine community. Please feel free to contact Human Resources if you have any questions.

Sincerely,



Kyle Stiemsma  
Director, Human Resources  
Pepperdine University

*Address Change? Update your personal information through Employee Self Service in WaveNet*

<b>Title:</b>	<b>First Name:</b>	<b>M.I.:</b>	<b>Last Name:</b>	<b>CWID:</b>
<b>Preferred Name</b> (if different from above):		<b>Date of Birth:</b>	<b>Gender:</b> <input type="checkbox"/> M <input type="checkbox"/> F	<b>Marital Status:</b> <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed

For Current Employees:	<input type="checkbox"/> I have legally changed my name (SS card req'd). Former Name: <input type="checkbox"/> I am updating data I cannot change under the My Information link in WaveNet
For New Employees:	<input type="checkbox"/> I have previously worked for Pepperdine—dates of employment: <input type="checkbox"/> I am a current/former Pepperdine student—dates of study:

**Highest Education Level Completed:**

<input type="radio"/> No Formal Education	<input type="radio"/> Some College	<input type="radio"/> Bachelor's Level Degree	<input type="radio"/> Doctorate (Professional)
<input type="radio"/> Less than High School Completion	<input type="radio"/> Technical School	<input type="radio"/> Master's Level Degree	<input type="radio"/> Ph.D
<input type="radio"/> High School graduate or equivalent	<input type="radio"/> 2-year College Degree	<input type="radio"/> Doctorate (Academic)	

**Home Address:**

Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Mailing Address:** (where your W-2 will go if different from Home)

Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

<b>Phone Numbers:</b> (please check your preferred contact number) <input type="checkbox"/> Home: _____ <input type="checkbox"/> Cell: _____	<b>Social Security Number:</b>
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**Personal Email Address:** \_\_\_\_\_ *\*Faculty: please check your Pepperdine email regularly, or have it forwarded to your preferred email address*

<b>Ethnic Background:</b> <input type="checkbox"/> I am Hispanic or Latino <input type="checkbox"/> I am not Hispanic or Latino	<b>Race</b> (check all that apply): <input type="checkbox"/> White <input type="checkbox"/> Black/African American <input type="checkbox"/> American Indian/Alaskan <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian/Other Pacific Islander
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**Military Service:**

☐ Active Duty ☐ Pre-9/11 Veteran ☐ Post-9/11 Veteran

**Religious Affiliation:**

<input type="radio"/> 00 – Decline to State	<input type="radio"/> 06 – Church of Christ	<input type="radio"/> 12 – Lutheran	<input type="radio"/> 18 – Unitarian	<input type="radio"/> 25 – Islam
<input type="radio"/> 01 – Assembly of God	<input type="radio"/> 07 – Congregational	<input type="radio"/> 13 – Methodist	<input type="radio"/> 19 – None	
<input type="radio"/> 02 – Baptist	<input type="radio"/> 08 – Disciples of Christ	<input type="radio"/> 14 – Church of God	<input type="radio"/> 20 – Other	
<input type="radio"/> 03 – Buddhist	<input type="radio"/> 10 – Jewish	<input type="radio"/> 15 – Eastern Orthodox	<input type="radio"/> 22 – Christian Church	
<input type="radio"/> 04 – Catholic	<input type="radio"/> 11 – Church of Jesus Christ of Latter-Day Saints	<input type="radio"/> 16 – Presbyterian	<input type="radio"/> 23 – Protestant	
<input type="radio"/> 05 – Christian Science		<input type="radio"/> 17 – Seventh Day Adventist	<input type="radio"/> 24 – Episcopal	

**Do you have a professional license?** ☐ No ☐ Yes - Type of license: \_\_\_\_\_

**Emergency Contact Information:** ☐ Contact's address is same as mine

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Relationship: \_\_\_\_\_

I affirm that the above information is true

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Updated 1/24/2019

# PEPPERDINE UNIVERSITY

## PAYROLL DIRECT DEPOSIT AUTHORIZATION AND AGREEMENT

The Payroll Direct Deposit service is offered with the explicit understanding that Pepperdine University is not responsible for any financial liability that may result from the electronic transactions by and between Bank of America and your financial institution.

**The accuracy of the information you are provided herein is solely your responsibility.**

### INSTRUCTIONS

**BALANCE ACCOUNT** - To deposit your net pay into only one account, complete the information required for Balance account only.

**AMOUNT/PERCENT ACCOUNT** - If you wish to deposit money in two different accounts, or two different banks, complete the information requested for the Amount/Percent account. This must include a specific amount.

### IMPORTANT

**FOR DEPOSITS TO A CHECKING OR SHAREDRAFT ACCOUNT, PLEASE ATTACH A COPY OF A VOIDED CHECK TO THIS FORM.**

**All information provided on this form will supersede all previous forms.**

☐ Bi-Weekly

☐ Monthly

☐ New Request

☐ Change

Name (Last, First, MI) \_\_\_\_\_ Campus-Wide ID \_\_\_\_\_

Phone No. \_\_\_\_\_

### BALANCE ACCOUNT

Account No. \_\_\_\_\_ ☐ Checking ☐ Savings

Routing No. \_\_\_\_\_ Financial Institution \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### AMOUNT/PERCENT ACCOUNT

Account No. \_\_\_\_\_ Amount \$ \_\_\_\_\_ ☐ Checking ☐ Savings

Routing No. \_\_\_\_\_ Financial Institution \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Once you have returned the completed Payroll Direct Deposit Authorization and Agreement to Payroll you can expect that in most cases the pay will be deposited into your account on the next payday.

Please Note: If you would like to deposit money into more than two accounts please log on to Pepperdine University WaveNet and under Self Service/Payroll and Compensation/Direct Deposit click on Add Account.

### AUTHORIZATION

I hereby authorize Pepperdine University to initiate deposits (credits) and/or corrections to the previous credits to the financial institution(s) indicated above. The financial institution(s) is authorized to credit and/or correct the amount to my account. This authority is to remain in full force and effect until I revoke it by giving 10 days written notice to Pepperdine University.

**PLEASE NOTE:** IF A VOIDED CHECK IS NOT ATTACHED, WE CANNOT GUARANTEE THE ACCURACY OF YOUR DEPOSIT

Signature

Print Name

Date

Extension

**Return Completed Form to the Payroll Office - Mail Code 4636**

Version: 05.20.13

**Employee's Withholding Certificate**

OMB No. 1545-0074

**Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.****Give Form W-4 to your employer.****Your withholding is subject to review by the IRS.****2023****Step 1:**  
**Enter**  
**Personal**  
**Information**

(a) First name and middle initial	Last name	(b) Social security number
Address		<b>Does your name match the name on your social security card?</b> If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to <a href="http://www.ssa.gov">www.ssa.gov</a> .
City or town, state, and ZIP code		
(c) <input type="checkbox"/> <b>Single</b> or <b>Married filing separately</b> <input type="checkbox"/> <b>Married filing jointly</b> or <b>Qualifying surviving spouse</b> <input type="checkbox"/> <b>Head of household</b> (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)		

**Complete Steps 2–4 ONLY if they apply to you; otherwise, skip to Step 5.** See page 2 for more information on each step, who can claim exemption from withholding, other details, and privacy.

**Step 2:**  
**Multiple Jobs**  
**or Spouse**  
**Works**

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do **only one** of the following.

- (a) Reserved for future use.
- (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; **or**
- (c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is generally more accurate than (b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, (b) is more accurate . . . . . ☐

**TIP:** If you have self-employment income, see page 2.

**Complete Steps 3–4(b) on Form W-4 for only ONE of these jobs.** Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3–4(b) on the Form W-4 for the highest paying job.)

<b>Step 3:</b> <b>Claim</b> <b>Dependent</b> <b>and Other</b> <b>Credits</b>	If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly):		
	Multiply the number of qualifying children under age 17 by \$2,000 \$ _____		
	Multiply the number of other dependents by \$500 . . . . . \$ _____		
	Add the amounts above for qualifying children and other dependents. You may add to this the amount of any other credits. Enter the total here . . . . .	<b>3</b>	\$ _____
<b>Step 4</b> <b>(optional):</b> <b>Other</b> <b>Adjustments</b>	(a) <b>Other income (not from jobs).</b> If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income . . . . .	<b>4(a)</b>	\$ _____
	(b) <b>Deductions.</b> If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here . . . . .	<b>4(b)</b>	\$ _____
	(c) <b>Extra withholding.</b> Enter any additional tax you want withheld each <b>pay period</b> . .	<b>4(c)</b>	\$ _____

**Step 5:**  
**Sign**  
**Here**

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

\_\_\_\_\_  
**Employee's signature** (This form is not valid unless you sign it.)

\_\_\_\_\_  
**Date**

**Employers**  
**Only**

Employer's name and address	First date of employment	Employer identification number (EIN)
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## General Instructions

Section references are to the Internal Revenue Code.

### Future Developments

For the latest information about developments related to Form W-4, such as legislation enacted after it was published, go to [www.irs.gov/FormW4](http://www.irs.gov/FormW4).

### Purpose of Form

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. If too little is withheld, you will generally owe tax when you file your tax return and may owe a penalty. If too much is withheld, you will generally be due a refund. Complete a new Form W-4 when changes to your personal or financial situation would change the entries on the form. For more information on withholding and when you must furnish a new Form W-4, see Pub. 505, Tax Withholding and Estimated Tax.

**Exemption from withholding.** You may claim exemption from withholding for 2022 if you meet both of the following conditions: you had no federal income tax liability in 2021 **and** you expect to have no federal income tax liability in 2022. You had no federal income tax liability in 2021 if (1) your total tax on line 24 on your 2021 Form 1040 or 1040-SR is zero (or less than the sum of lines 27a, 28, 29, and 30), or (2) you were not required to file a return because your income was below the filing threshold for your correct filing status. If you claim exemption, you will have no income tax withheld from your paycheck and may owe taxes and penalties when you file your 2022 tax return. To claim exemption from withholding, certify that you meet both of the conditions above by writing "Exempt" on Form W-4 in the space below Step 4(c). Then, complete Steps 1(a), 1(b), and 5. Do not complete any other steps. You will need to submit a new Form W-4 by February 15, 2023.

**Your privacy.** If you prefer to limit information provided in Steps 2 through 4, use the online estimator, which will also increase accuracy.

As an alternative to the estimator: if you have concerns with Step 2(c), you may choose Step 2(b); if you have concerns with Step 4(a), you may enter an additional amount you want withheld per pay period in Step 4(c). If this is the only job in your household, you may instead check the box in Step 2(c), which will increase your withholding and significantly reduce your paycheck (often by thousands of dollars over the year).

**When to use the estimator.** Consider using the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App) if you:

1. Expect to work only part of the year;
2. Have dividend or capital gain income, or are subject to additional taxes, such as Additional Medicare Tax;
3. Have self-employment income (see below); or
4. Prefer the most accurate withholding for multiple job situations.

**Self-employment.** Generally, you will owe both income and self-employment taxes on any self-employment income you receive separate from the wages you receive as an employee. If you want to pay these taxes through withholding from your wages, use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App) to figure the amount to have withheld.

**Nonresident alien.** If you're a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

## Specific Instructions

**Step 1(c).** Check your anticipated filing status. This will determine the standard deduction and tax rates used to compute your withholding.

**Step 2.** Use this step if you (1) have more than one job at the same time, or (2) are married filing jointly and you and your spouse both work.

Option **(a)** most accurately calculates the additional tax you need to have withheld, while option **(b)** does so with a little less accuracy.

If you (and your spouse) have a total of only two jobs, you may instead check the box in option **(c)**. The box must also be checked on the Form W-4 for the other job. If the box is checked, the standard deduction and tax brackets will be cut in half for each job to calculate withholding. This option is roughly accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld, and this extra amount will be larger the greater the difference in pay is between the two jobs.



**Multiple jobs.** Complete Steps 3 through 4(b) on only one Form W-4. Withholding will be most accurate if you do this on the Form W-4 for the highest paying job.

**Step 3.** This step provides instructions for determining the amount of the child tax credit and the credit for other dependents that you may be able to claim when you file your tax return. To qualify for the child tax credit, the child must be under age 17 as of December 31, must be your dependent who generally lives with you for more than half the year, and must have the required social security number. You may be able to claim a credit for other dependents for whom a child tax credit can't be claimed, such as an older child or a qualifying relative. For additional eligibility requirements for these credits, see Pub. 501, Dependents, Standard Deduction, and Filing Information. You can also include **other tax credits** for which you are eligible in this step, such as the foreign tax credit and the education tax credits. To do so, add an estimate of the amount for the year to your credits for dependents and enter the total amount in Step 3. Including these credits will increase your paycheck and reduce the amount of any refund you may receive when you file your tax return.

### Step 4 (optional).

**Step 4(a).** Enter in this step the total of your other estimated income for the year, if any. You shouldn't include income from any jobs or self-employment. If you complete Step 4(a), you likely won't have to make estimated tax payments for that income. If you prefer to pay estimated tax rather than having tax on other income withheld from your paycheck, see Form 1040-ES, Estimated Tax for Individuals.

**Step 4(b).** Enter in this step the amount from the Deductions Worksheet, line 5, if you expect to claim deductions other than the basic standard deduction on your 2022 tax return and want to reduce your withholding to account for these deductions. This includes both itemized deductions and other deductions such as for student loan interest and IRAs.

**Step 4(c).** Enter in this step any additional tax you want withheld from your pay **each pay period**, including any amounts from the Multiple Jobs Worksheet, line 4. Entering an amount here will reduce your paycheck and will either increase your refund or reduce any amount of tax that you owe.

**Step 2(b)—Multiple Jobs Worksheet** (Keep for your records.)

If you choose the option in Step 2(b) on Form W-4, complete this worksheet (which calculates the total extra tax for all jobs) on **only ONE** Form W-4. Withholding will be most accurate if you complete the worksheet and enter the result on the Form W-4 for the highest paying job.

**Note:** If more than one job has annual wages of more than \$120,000 or there are more than three jobs, see Pub. 505 for additional tables; or, you can use the online withholding estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App).

- 1 Two jobs.** If you have two jobs or you're married filing jointly and you and your spouse each have one job, find the amount from the appropriate table on page 4. Using the "Higher Paying Job" row and the "Lower Paying Job" column, find the value at the intersection of the two household salaries and enter that value on line 1. Then, **skip** to line 3 . . . . . **1** \$ \_\_\_\_\_
- 2 Three jobs.** If you and/or your spouse have three jobs at the same time, complete lines 2a, 2b, and 2c below. Otherwise, skip to line 3.
  - a** Find the amount from the appropriate table on page 4 using the annual wages from the highest paying job in the "Higher Paying Job" row and the annual wages for your next highest paying job in the "Lower Paying Job" column. Find the value at the intersection of the two household salaries and enter that value on line 2a . . . . . **2a** \$ \_\_\_\_\_
  - b** Add the annual wages of the two highest paying jobs from line 2a together and use the total as the wages in the "Higher Paying Job" row and use the annual wages for your third job in the "Lower Paying Job" column to find the amount from the appropriate table on page 4 and enter this amount on line 2b . . . . . **2b** \$ \_\_\_\_\_
  - c** Add the amounts from lines 2a and 2b and enter the result on line 2c . . . . . **2c** \$ \_\_\_\_\_
- 3** Enter the number of pay periods per year for the highest paying job. For example, if that job pays weekly, enter 52; if it pays every other week, enter 26; if it pays monthly, enter 12, etc. . . . . **3** \_\_\_\_\_
- 4 Divide** the annual amount on line 1 or line 2c by the number of pay periods on line 3. Enter this amount here and in **Step 4(c)** of Form W-4 for the highest paying job (along with any other additional amount you want withheld) . . . . . **4** \$ \_\_\_\_\_

**Step 4(b)—Deductions Worksheet** (Keep for your records.)

- 1** Enter an estimate of your 2022 itemized deductions (from Schedule A (Form 1040)). Such deductions may include qualifying home mortgage interest, charitable contributions, state and local taxes (up to \$10,000), and medical expenses in excess of 7.5% of your income . . . . . **1** \$ \_\_\_\_\_
- 2** Enter:  $\left\{ \begin{array}{l} \bullet \$25,900 \text{ if you're married filing jointly or qualifying widow(er)} \\ \bullet \$19,400 \text{ if you're head of household} \\ \bullet \$12,950 \text{ if you're single or married filing separately} \end{array} \right\}$  . . . . . **2** \$ \_\_\_\_\_
- 3** If line 1 is greater than line 2, subtract line 2 from line 1 and enter the result here. If line 2 is greater than line 1, enter "-0-" . . . . . **3** \$ \_\_\_\_\_
- 4** Enter an estimate of your student loan interest, deductible IRA contributions, and certain other adjustments (from Part II of Schedule 1 (Form 1040)). See Pub. 505 for more information . . . . . **4** \$ \_\_\_\_\_
- 5 Add** lines 3 and 4. Enter the result here and in **Step 4(b)** of Form W-4 . . . . . **5** \$ \_\_\_\_\_

**Privacy Act and Paperwork Reduction Act Notice.** We ask for the information on this form to carry out the Internal Revenue laws of the United States. Internal Revenue Code sections 3402(f)(2) and 6109 and their regulations require you to provide this information; your employer uses it to determine your federal income tax withholding. Failure to provide a properly completed form will result in your being treated as a single person with no other entries on the form; providing fraudulent information may subject you to penalties. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation; to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their tax laws; and to the Department of Health and Human Services for use in the National Directory of New Hires. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.



**Married Filing Jointly or Qualifying Widow(er)**

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
\$0 - 9,999	\$0	\$110	\$850	\$860	\$1,020	\$1,020	\$1,020	\$1,020	\$1,020	\$1,020	\$1,770	\$1,870
\$10,000 - 19,999	110	1,110	1,860	2,060	2,220	2,220	2,220	2,220	2,220	2,970	3,970	4,070
\$20,000 - 29,999	850	1,860	2,800	3,000	3,160	3,160	3,160	3,160	3,910	4,910	5,910	6,010
\$30,000 - 39,999	860	2,060	3,000	3,200	3,360	3,360	3,360	4,110	5,110	6,110	7,110	7,210
\$40,000 - 49,999	1,020	2,220	3,160	3,360	3,520	3,520	4,270	5,270	6,270	7,270	8,270	8,370
\$50,000 - 59,999	1,020	2,220	3,160	3,360	3,520	4,270	5,270	6,270	7,270	8,270	9,270	9,370
\$60,000 - 69,999	1,020	2,220	3,160	3,360	4,270	5,270	6,270	7,270	8,270	9,270	10,270	10,370
\$70,000 - 79,999	1,020	2,220	3,160	4,110	5,270	6,270	7,270	8,270	9,270	10,270	11,270	11,370
\$80,000 - 99,999	1,020	2,820	4,760	5,960	7,120	8,120	9,120	10,120	11,120	12,120	13,150	13,450
\$100,000 - 149,999	1,870	4,070	6,010	7,210	8,370	9,370	10,510	11,710	12,910	14,110	15,310	15,600
\$150,000 - 239,999	2,040	4,440	6,580	7,980	9,340	10,540	11,740	12,940	14,140	15,340	16,540	16,830
\$240,000 - 259,999	2,040	4,440	6,580	7,980	9,340	10,540	11,740	12,940	14,140	15,340	16,540	17,590
\$260,000 - 279,999	2,040	4,440	6,580	7,980	9,340	10,540	11,740	12,940	14,140	16,100	18,100	19,190
\$280,000 - 299,999	2,040	4,440	6,580	7,980	9,340	10,540	11,740	13,700	15,700	17,700	19,700	20,790
\$300,000 - 319,999	2,040	4,440	6,580	7,980	9,340	11,300	13,300	15,300	17,300	19,300	21,300	22,390
\$320,000 - 364,999	2,100	5,300	8,240	10,440	12,600	14,600	16,600	18,600	20,600	22,600	24,870	26,260
\$365,000 - 524,999	2,970	6,470	9,710	12,210	14,670	16,970	19,270	21,570	23,870	26,170	28,470	29,870
\$525,000 and over	3,140	6,840	10,280	12,980	15,640	18,140	20,640	23,140	25,640	28,140	30,640	32,240

**Single or Married Filing Separately**

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
\$0 - 9,999	\$400	\$930	\$1,020	\$1,020	\$1,250	\$1,870	\$1,870	\$1,870	\$1,870	\$1,970	\$2,040	\$2,040
\$10,000 - 19,999	930	1,570	1,660	1,890	2,890	3,510	3,510	3,510	3,610	3,810	3,880	3,880
\$20,000 - 29,999	1,020	1,660	1,990	2,990	3,990	4,610	4,610	4,710	4,910	5,110	5,180	5,180
\$30,000 - 39,999	1,020	1,890	2,990	3,990	4,990	5,610	5,710	5,910	6,110	6,310	6,380	6,380
\$40,000 - 59,999	1,870	3,510	4,610	5,610	6,680	7,500	7,700	7,900	8,100	8,300	8,370	8,370
\$60,000 - 79,999	1,870	3,510	4,680	5,880	7,080	7,900	8,100	8,300	8,500	8,700	8,970	9,770
\$80,000 - 99,999	1,940	3,780	5,080	6,280	7,480	8,300	8,500	8,700	9,100	10,100	10,970	11,770
\$100,000 - 124,999	2,040	3,880	5,180	6,380	7,580	8,400	9,140	10,140	11,140	12,140	13,040	14,140
\$125,000 - 149,999	2,040	3,880	5,180	6,520	8,520	10,140	11,140	12,140	13,320	14,620	15,790	16,890
\$150,000 - 174,999	2,040	4,420	6,520	8,520	10,520	12,170	13,470	14,770	16,070	17,370	18,540	19,640
\$175,000 - 199,999	2,720	5,360	7,460	9,630	11,930	13,860	15,160	16,460	17,760	19,060	20,230	21,330
\$200,000 - 249,999	2,970	5,920	8,310	10,610	12,910	14,840	16,140	17,440	18,740	20,040	21,210	22,310
\$250,000 - 399,999	2,970	5,920	8,310	10,610	12,910	14,840	16,140	17,440	18,740	20,040	21,210	22,310
\$400,000 - 449,999	2,970	5,920	8,310	10,610	12,910	14,840	16,140	17,440	18,740	20,040	21,210	22,470
\$450,000 and over	3,140	6,290	8,880	11,380	13,880	16,010	17,510	19,010	20,510	22,010	23,380	24,680

**Head of Household**

Higher Paying Job Annual Taxable Wage & Salary	Lower Paying Job Annual Taxable Wage & Salary											
	\$0 - 9,999	\$10,000 - 19,999	\$20,000 - 29,999	\$30,000 - 39,999	\$40,000 - 49,999	\$50,000 - 59,999	\$60,000 - 69,999	\$70,000 - 79,999	\$80,000 - 89,999	\$90,000 - 99,999	\$100,000 - 109,999	\$110,000 - 120,000
\$0 - 9,999	\$0	\$760	\$910	\$1,020	\$1,020	\$1,020	\$1,190	\$1,870	\$1,870	\$1,870	\$2,040	\$2,040
\$10,000 - 19,999	760	1,820	2,110	2,220	2,220	2,390	3,390	4,070	4,070	4,240	4,440	4,440
\$20,000 - 29,999	910	2,110	2,400	2,510	2,680	3,680	4,680	5,360	5,530	5,730	5,930	5,930
\$30,000 - 39,999	1,020	2,220	2,510	2,790	3,790	4,790	5,790	6,640	6,840	7,040	7,240	7,240
\$40,000 - 59,999	1,020	2,240	3,530	4,640	5,640	6,780	7,980	8,860	9,060	9,260	9,460	9,460
\$60,000 - 79,999	1,870	4,070	5,360	6,610	7,810	9,010	10,210	11,090	11,290	11,490	11,690	12,170
\$80,000 - 99,999	1,870	4,210	5,700	7,010	8,210	9,410	10,610	11,490	11,690	12,380	13,370	14,170
\$100,000 - 124,999	2,040	4,440	5,930	7,240	8,440	9,640	10,860	12,540	13,540	14,540	15,540	16,480
\$125,000 - 149,999	2,040	4,440	5,930	7,240	8,860	10,860	12,860	14,540	15,540	16,830	18,130	19,230
\$150,000 - 174,999	2,040	4,460	6,750	8,860	10,860	12,860	15,000	16,980	18,280	19,580	20,880	21,980
\$175,000 - 199,999	2,720	5,920	8,210	10,320	12,600	14,900	17,200	19,180	20,480	21,780	23,080	24,180
\$200,000 - 449,999	2,970	6,470	9,060	11,480	13,780	16,080	18,380	20,360	21,660	22,960	24,250	25,360
\$450,000 and over	3,140	6,840	9,630	12,250	14,750	17,250	19,750	21,930	23,430	24,930	26,420	27,730

# Computer & Network Responsible Usage Policy

## Purpose

Pepperdine University provides access to computing and network resources in order to support its instruction, research, and service missions; administrative functions; and student and campus life activities. All such use shall be ethical and consistent with the University's mission. Any other uses, including uses that jeopardize the integrity of the Pepperdine network, the privacy or safety of other users, or that are otherwise illegal, are prohibited.

## Applicability

This policy applies to all users of University computing and network resources, whether affiliated with Pepperdine or not, and to all uses of those resources, whether on campus or from remote locations.

## Conditions for Use

Users of Pepperdine University computer and network resources must:

- Follow all applicable federal, state or local laws.
- Follow all relevant University rules, regulations, policies and procedures, including the IT use policies and procedures published for specific systems.
- Actively maintain the security of personally-owned and University-assigned computers.
- Report privacy, security or policy violations to the Information Security office.

## Prohibitions

Users of Pepperdine University computer and network resources must not:

- **Utilize any identity or account not specifically assigned to the user**
- Hinder, monitor or intercept another user's network traffic.
- **Disclose, destroy or capture personal, confidential or restricted data.**
- Use resources for commercial purposes or personal financial gain.
- **Use resources for unauthorized access of any system or network.**

## Peer-to-Peer and File Sharing Notice

Users must not engage in the unauthorized copying, distributing, altering, maintaining or transmitting of copyrighted materials, information, software, music or other media.

## Security and Privacy

Users' University computer and network passwords must conform to IT's published complexity and length requirements, and **must not be shared with any other person, used in non-University accounts, or otherwise disclosed.** Passwords must be changed immediately if disclosed or compromised.

The University employs various measures to protect the security of its information resources. Users should be aware that their uses of University computer and network resources are not private. While the University does not routinely monitor individual usage, the normal operation and maintenance of the University's computing resources require backup, logging of activity, the monitoring of general and individual usage patterns, and other such activities that are necessary for information security and the rendition of service. In addition, the University reserves the right to review, monitor and/or capture any content residing on, or transmitted over, its computers or network at its sole discretion. The University reserves the right to limit access to its computers or network, and to remove or limit access to material residing on its computers or network.

The most current version of the Computer and Network Responsible Use Policy and any technical requirements and guidelines related to this policy are published at <http://community.pepperdine.edu/it/security/policies/>.



# PEPPERDINE UNIVERSITY

## Information Technology

### COMPUTER AND NETWORK RESPONSIBLE USAGE POLICY

Pepperdine University-owned computers and systems are to be used only by authorized persons for university business and academic purposes. Use of the university's technology is governed by the [Computer and Network Responsible Usage Policy](#). Your use of university-owned computers and networks constitutes acceptance of the conditions set forth in the above-mentioned policy. If you do not accept, you must refrain from using university-owned computers and networks.

The most current version of the Computer and Network Responsible Use Policy and any technical requirements and guidelines related to this policy are published at <http://community.pepperdine.edu/it/security/policies/>.

#### Authorization

I have read the above and agree to abide by the terms set forth in the university's *Computer and Network Responsible Usage Policy*.

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Last Name

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First Name

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Middle Name

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Signature

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Date

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CWID

# PEPPERDINE UNIVERSITY

## Confidentiality-Security Agreement

I, \_\_\_\_\_ as an employee of Pepperdine University agree to adhere to the established policies and procedures related to information security and confidentiality. I understand my responsibility of trust and agree to perform my job utilizing the security procedures of the University as stated below:

1. All information processed through University information systems is considered sensitive and/or confidential. This information is governed by University policy. The responsibility for determining the release or discussion of data is assigned to specific individuals in each office. Access to information is based on a legitimate "need to know" and directly related to my assigned duties within the University.
2. I will not reveal any salary, sensitive personnel information (SPI), protected health information (PHI), or other confidential personnel information to any unauthorized person.
3. If I am in doubt about a particular individual's authorization, I will confirm it with my supervisor prior to releasing the information.
4. University computers will be used for authorized purposes only. I understand that I am responsible for the security of whatever data I retrieve and, ultimately, for the documents produced, published or otherwise communicated.
5. By logging on to these computer systems, I acknowledge my responsibility for strictly adhering to University policy and state and federal law. I am also aware that penalties exist for unauthorized access, unauthorized use, or unauthorized distribution of information from these systems including, but not limited to, FERPA and HIPAA protected information
6. I will report to my supervisor any security violation as soon as I become aware of it.
7. I will provide all necessary safeguards to all confidential information or software in my possession. I will not copy licensed software or use it except in accordance with established procedures or agreements, nor will I assist others to do so. When in doubt, I will confer with my supervisor.
8. I agree further not to attempt to circumvent the computer security system or attempting to use any transactions, software, computer files, or resources that I am not authorized to use. Any information downloaded from these systems and transported on portable devices (laptops, thumb drives, etc.) will be encrypted.
9. Where I have responsibilities for the reproduction, destruction or modification of information, I will be sure to research and follow all established procedures governing these responsibilities before taking action. When in doubt, I will confer with my supervisor.
10. I understand that if granted access I am to restrict my retrieval and other computing activities only to information I have been specifically permitted to access as related to my assigned duties and using only functions and utilities which I have been authorized and trained to use. This includes use of all application software (including, but not limited to, PeopleSoft Human Resources, Finance and Student Administration modules, Sakai, Hyperion, Simpler, PeopleAdmin, Form I-9, HireRight, ARMS, TMA, and Tuition Database) screens as well.
11. I understand that I will be violating the University's policies and state and federal law if I gain or help others gain unauthorized access to the PeopleSoft system for finance, human resources, and student administration. I acknowledge that neither I nor anyone else possesses the authority to allow anyone to use my NetworkID or password, and that I am responsible for their security.

I understand that if I violate the University's policies and state and federal laws by gaining or helping others gain unauthorized access to these systems, I will be subject to University disciplinary action (including possible termination of employment) and criminal prosecution to the full extent of the law.

\_\_\_\_\_  
Department

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

## BIWEEKLY PAYROLL SCHEDULE 2022

ID	Pay Period Begin Date	Pay Period End Date	Pay Date	Provost Faculty Paperwork Deadline-5 p.m.	HR Faculty Paperwork Deadline-5 p.m.	HR Staff Paperwork Deadline-Noon	Payroll Timecard Approval Deadline-10 a.m. * indicates early deadline
H2201	12/20/21	01/02/22	MD 01/07/22	12/13/21	12/15/21	12/16/21	01/03/22
H2202	01/03/22	01/16/22	MD 01/21/22	01/03/22	01/07/22	01/10/22	01/14/22*
H2203	01/17/22	01/30/22	MD 02/04/22	01/10/22	01/24/22	01/25/22	01/31/22
H2204	01/31/22	02/13/22	MD 02/18/22	01/24/22	02/07/22	02/08/22	02/14/22
H2205	02/14/22	02/27/22	MD 03/04/22	02/07/22	02/21/22	02/22/22	02/28/22
H2206	02/28/22	03/13/22	MD 03/18/22	02/21/22	03/07/22	03/08/22	03/14/22
H2207	03/14/22	03/27/22	MD 04/01/22	03/07/22	03/21/22	03/22/22	03/28/22
H2208	03/28/22	04/10/22	MD 04/15/22	03/21/22	04/04/22	04/05/22	04/11/22
H2209	04/11/22	04/24/22	04/29/22	04/04/22	04/18/22	04/19/22	04/25/22
H2210	04/25/22	05/08/22	MD 05/13/22	04/18/22	05/02/22	05/03/22	05/09/22
H2211	05/09/22	05/22/22	MD 05/27/22	05/02/22	05/16/22	05/17/22	05/23/22
H2212	05/23/22	06/05/22	MD 06/10/22	05/16/22	05/30/22	05/31/22	06/06/22
H2213	06/06/22	06/19/22	MD 06/24/22	05/30/22	06/10/22	06/13/22	06/17/22*
H2214	06/20/22	07/03/22	MD 07/08/22	06/13/22	06/24/22	06/27/22	07/01/22*
H2215	07/04/22	07/17/22	MD 07/22/22	06/27/22	07/11/22	07/12/22	07/18/22
H2216	07/18/22	07/31/22	MD 08/05/22	07/11/22	07/25/22	07/26/22	08/01/22
H2217	08/01/22	08/14/22	MD 08/19/22	07/25/22	08/08/22	08/09/22	08/15/22
H2218	08/15/22	08/28/22	MD 09/02/22	08/08/22	08/22/22	08/23/22	08/29/22
H2219	08/29/22	09/11/22	MD 09/16/22	08/22/22	09/05/22	09/06/22	09/12/22
H2220	09/12/22	09/25/22	09/30/22	09/05/22	09/19/22	09/20/22	09/26/22
H2221	09/26/22	10/09/22	MD 10/14/22	09/19/22	10/03/22	10/04/22	10/10/22
H2222	10/10/22	10/23/22	MD 10/28/22	10/03/22	10/17/22	10/18/22	10/24/22
H2223	10/24/22	11/06/22	MD 11/11/22	10/17/22	10/31/22	11/01/22	11/07/22
H2224	11/07/22	11/20/22	MD 11/25/22	10/31/22	11/11/22	11/14/22	11/17/22*
H2225	11/21/22	12/04/22	MD 12/09/22	11/14/22	11/28/22	11/29/22	12/05/22
H2226	12/05/22	12/18/22	MD 12/23/22	11/28/22	12/12/22	12/13/22	12/19/22
H2301	12/19/22	01/01/23	MD 01/06/23	12/12/22**	12/19/22**	12/19/22**	12/23/22*
H2302	01/02/23	01/15/23	MD 01/20/23	01/02/23	01/09/23	01/09/23	

**\*\*Important Dates for 2023**

**M = Medical Deductions**

**D = Dental Deductions**

Biweekly HR faculty paperwork deadlines are based on pay period begin dates considering periods of heavy volume and holidays allowing HR sufficient time to process faculty contract payments and to facilitate accurate KRONOS time recording.

Biweekly HR staff paperwork deadlines are based on payroll processing deadlines.

## MONTHLY PAYROLL SCHEDULE 2022

Pay Period ID	Pay Period Begin Date	Pay Period End Date	Pay Date	Payroll Timecard Deadline-10 a.m.	Provost Faculty Contract Deadline-5 p.m.	HR Faculty Contract Deadline-5 p.m.	HR Staff Paperwork Deadline-Noon
M2201	01/01/22	01/31/22	01/26/22	01/14/22	<b>01/10/22</b>	01/12/22	01/14/22
M2202	02/01/22	02/28/22	02/25/22	02/17/22	02/07/22	02/09/22	02/14/22
M2203	03/01/22	03/31/22	03/25/22	03/17/22	03/07/22	03/09/22	03/14/22
M2204	04/01/22	04/30/22	04/26/22	04/15/22	04/11/22	04/13/22	04/14/22
M2205	05/01/22	05/31/22	05/26/22	05/17/22	05/09/22	05/11/22	05/16/22
M2206	06/01/22	06/30/22	06/24/22	06/17/22	06/06/22	06/08/22	06/13/22
M2207	07/01/22	07/31/22	07/26/22	07/15/22	07/11/22	07/13/22	07/14/22
M2208	08/01/22	08/31/22	08/26/22	08/17/22	08/08/22	08/10/22	08/16/22
M2209	09/01/22	09/30/22	09/26/22	09/16/22	09/12/22	09/14/22	09/14/22
M2210	10/01/22	10/31/22	10/26/22	10/17/22	10/10/22	10/12/22	10/14/22
M2211	11/01/22	11/30/22	11/23/22	11/17/22	11/07/22	11/09/22	11/11/22
M2212	12/01/22	12/31/22	12/23/22	12/16/22	12/05/22	12/07/22	12/13/22
M2301	01/01/23	01/31/23	01/26/23	01/17/23	01/09/23	01/11/23**	01/16/23

**\*\*Important Dates for 2023**

Monthly HR faculty paperwork deadlines are not based solely on payroll processing deadlines, and allow for periods of heavy volume and the additional steps involved with faculty hires. These deadlines allow HR, Payroll, and associated academic departments sufficient time to process faculty contract payments.

Monthly HR staff paperwork deadlines are based on payroll processing deadlines.

# TOTAL COMPENSATION

Pepperdine University is a special place to work. Just as we prepare students for meaningful and abundant life, we also seek to provide faculty and staff with robust and holistic opportunities to thrive personally, professionally, and spiritually. The influence of our distinctive mission, positive work environment, exceptional people of character, professional development opportunities, wellness programming, beautiful campus facilities, access to an outstanding academic community, and more, all comprise the rich value of working at Pepperdine. Please review the many elements of total compensation below offered to the faculty and staff dedicated to promoting the University's mission.

## HEALTHCARE AND FAMILY WELLBEING

### Core Benefits

#### (100% Employer Paid)

- Accidental Death & Dismemberment
- Business Travel Accident
- Employee Assistance Program (up to 10 free counseling sessions)
- Life Insurance (2x annual salary)
- Long-Term Disability

### Medical Coverage Options

#### (Up to 86% Employer Paid)

- Anthem Vivity HMO
- Anthem Blue Cross Advantage HMO
- Anthem PPO High Deductible
- Kaiser Permanente HMO

### Dental Coverage Options

#### (Up to 84% Employer Paid)

- Delta Dental PPO
- DeltaCare HMO

### Additional Options

- Health Savings Account (up to \$2,000 annual University contribution)
- Dependent Care Flexible Spending Account
- Health Care Flexible Spending Account
- Group Term Life Insurance
- MetLife Accident Plan
- MetLife Hospital Indemnity Plan
- MetLife Critical Illness Plan
- MetLaw Pre-Paid Legal
- Pet Medical Insurance
- Supplemental Life Insurance
- VSP Vision Care

### Child Care Subsidy Grant

- Annual awards up to \$5,000 per family

## RETIREMENT

### Immediately-vested University contributions

- 4% of employee base salary
- Up to a 6% match of employee contributions

### Retirement-Ready Resources

- Retirement planning resources, workshops, webinars, and one-on-one consultations
- Monthly retiree health contributions for post-retirement medical expenses

## STAFF PAID TIME OFF

### Paid Holidays

13 days per year (including one full week at Christmas)

### Paid Sick Leave

10 days per year;  
20 days after 5 years

### Paid Vacation Leave

10 days per year; 15 days after 5 years;  
20 days after 15 years

### Paid Floating Holidays

2 days per year  
(after 6 months of service)

### Paid Volunteer Leave

5 days (after 5 years of service)

### Paid Jury/Witness Duty

10 days per service requirement

### Paid Bereavement Leave

3 days per eligible family member

## CAMPUS LIFE

- Advent Service
- Athletic Events
- Chaplain and Prayer Services
- Community Garden
- Deans' Lecture Series
- Family Movie Night
- Good Friday Service
- Harbor Bible Lectures
- Pepperdine Family Picnic
- Pepperdine Honors
- Service Drives and Events
- Spiritual Development Opportunities
- Step Forward Day
- Theatre & Musical Performances
- So much more!

## UNIVERSITY FACILITIES

- Bookstore
- Chapel
- Dining Services
- Check Cashing Services
- Credit Union
- Free Parking
- Hiking Trails
- Libraries
- Mail Services
- Pool & Jacuzzi
- Putting Green
- Tennis Courts
- Track
- Vanpool Program
- Weisman Museum
- Weight Room

## HOLISTIC WELLNESS

- Discounted Gym Memberships
- Farm Fresh To You (Organic Produce Delivery)
- Group Fitness Classes
- On-Site Vaccine Clinics
- On-Site Cancer and Biometric Screenings
- Wellness Fairs
- Workshops and Webinars by Local Doctors

## LEARNING AND CAREER

- Career Development Opportunities
- Leadership Development Program
- Learning and Career Growth Library
- Mentorship Resources
- Personal and Professional Development Workshops and Webinars
- Remote Work

## TUITION REMISSION

- Undergraduate Programs
  - Starts at 50% discount
  - Additional 5% per year up to 100%
- Graduate Programs
  - Starts at 25% discount
  - Additional 5% per year up to 75%
- Tuition Exchange Opportunities
- Reciprocal Tuition Agreements



Healthcare benefits are available to regular employees working 30+ hours per week. Retirement base and matching contributions are available to all regular full-time faculty or staff members 26 years of age or older with at least one year of creditable service to the University. Retiree health contributions are available to regular employees 40 years of age and older with 3 years of continuous service. Tuition remission benefits are for regular, full-time employees working 40 hours per week, their spouses, and eligible dependent children.

*Please contact Human Resources for details at 310.506.4397 or [humanresources@pepperdine.edu](mailto:humanresources@pepperdine.edu)*