Relocation Allowance
Process employee moving expenses as a Relocation Allowance through payroll, unless the employee has not been fully boarded and paid in Workday. Employees not fully boarded and paid in Workday need to have their relocation allowance paid through AggieBuy, see below for instructions for paying in AggieBuy. Payments must be paid from local funds and NOT from state funds. Allowances will be reduced by the applicable federal and FICA tax deductions because they are considered taxable income to the employee. Supervisory organizations (ADLOC/departments) will no longer prepare paper forms and send to payroll services for Extra/Supplemental pay for their employees. They will now use the Workday business process of "Request One-Time Payment" and directly enter payments. Please select the One-Time Payment Plan of “Relocation Allowance”.

The moving expense section of the disbursement manual has been updated and is available at https://disbursement.tamu.edu/purchase/tax-issues/moving-expenses/. If you have any questions please send them to aggiebuy@tamu.edu.

Steps to Process Moving Allowance in AggieBuy (Only for employees not yet on-boarded and paid in Workday)
- Have the vendor complete the Substitute W9 & Direct Deposit Form and then the department can upload the form via the Vendor Setup Document Upload Web Page.
- Once the vendor is established the department can now create the payment request or non-po based invoice in AggieBuy.
  - Attach offer letter that documents the moving allowance amount to be paid
  - Use commodity code 99900003, which maps to object code 1926 Employee Relocation-Non Qualified W-2 Reportable
- FMO will approve the moving allowance without a request for tax withholding form or workday one-time payment request documented, since the employee will most likely not be boarded. It will be the department’s responsibility to complete the One-Time Payment Process in Workday once the employee’s on boarding is completed. Please be sure to select Emolument Non-Qualified Moving Expenses (shown below) in the One-Time Payment Plan to be sure another payment hasn’t been processed for the employee.
- Reports will be scheduled to run quarterly for payments made against 1926 to verify/reconcile the amounts entered to tax the employee in Workday.
**Paying through Workday**

**Paying through AggieBuy**