

## RELOCATION ALLOWANCE PAYMENT GUIDELINES

FOR COUNTY EXTENSION AGENTS TRANSFERRING WITHIN TEXAS A&M AGRI LIFE EXTENSION SERVICE

### SUMMARY:

Information and procedures for providing a relocation allowance payment to County Extension Agents (CEAs) transferring from one county to another within Texas A&M AgriLife Extension Service. These guidelines are not applicable to new hires.

### CRITERIA FOR RELOCATION ALLOWANCE PAYMENT TO CEAS:

Only Texas A&M AgriLife Extension Service County Extension Agents transferring from one county to another are eligible for a Relocation Allowance Payment. The Associate Director-County Operations shall be responsible for authorizing payment to CEAs. The maximum relocation allowance payment is based upon the distance from the city of the transferring CEAs previous office to the city of the CEAs new office, determined by Google Maps at [www.maps.google.com](http://www.maps.google.com).

The amount of allowance payment is as follows:

- Moves 25 miles or less: \$ -00-
- Moves 26 miles to 299 miles: \$ 750
- Moves 300 miles or more: \$ 1,050

### PROCEDURES:

1. Determine the maximum payment allowance using the information above.
2. Form AG-516: Complete the following:
  - a. Employee information (top line)
  - b. System Part = 07
  - c. Account Number = 218900
  - d. Support Account = 62900
  - e. Payment Amount
  - f. Leave the remaining fields blank
  - g. The District Extension Administrator (as Unit Head) should sign and date this form.
3. Submit the completed AG-516 form via email to Donna Alexander ([Donna.Alexander@ag.tamu.edu](mailto:Donna.Alexander@ag.tamu.edu)) and carbon copy (cc) Colin Cox ([Colin.Cox@ag.tamu.edu](mailto:Colin.Cox@ag.tamu.edu)) for review and approval
4. Once received back from Donna Alexander with approval signature, initiate "Request One Time Payment" in Workday via the following steps:
  - a. Effective Date = Enter the date that falls within the pay period for which you would like the Employee to be paid. IMPORTANT: This field determines the pay period for which the Employee will be paid. However, if the Effective Date occurs *after* pay calculations are initiated for the pay period, the payment will process on the following pay period
  - b. Reason = Supplemental>One-Time Payment
  - c. One-Time Payment Plan = Relocation Allowance (not gross up)
  - d. Scheduled Payment Date = same date as Effective Date above
  - e. Amount = see signed AG-516

- f. Worktag = 218900-62900 (the default account for ALL relocation payments)
- g. Submit (should show that it's routing to Payroll and should be seen on employee's Worker History)
- h. Do not attach signed AG-516 in Workday.
  - i. Submit the 516 in Laserfiche: Work in Progress - Payroll

**PAYMENT:**

The CEA will receive the payment from the Payroll office in the form of a check or direct deposit with the next scheduled [Biweekly Pay Date](#) (normally one payroll cycle after submitted). Estimates for Federal Income Tax (25%) and FICA (7.65%) will be withheld from the payment resulting in a net check to the CEA.

**YEAR-END TAX INFORMATION:**

The IRS considers allowances as Wages and therefore the relocation allowance will be reported in Box 1 on their W-2.

**CONTACT:**

If any questions or requests for additional information: 979-314-0127 or [Colin.Cox@ag.tamu.edu](mailto:Colin.Cox@ag.tamu.edu)