MONTGOMERY COLLEGE

MEMORANDUM

To: Montgomery College Community

From: Dr. Sophia Mason, Director, HR Business Services
Ms. Kirsys Nunez, Payroll Services Manager
Office of Human Resources and Strategic Talent Management (HRSTM)

Date: November 11, 2026

Subject: **Important Year-End Timesheet, Time Off, and Tax Statement Reminders**

Early Timesheet Deadline for Final Paycheck of 2026

Montgomery College will be closed for Winter Break from Thursday, December 24, 2026, through Friday, January 1, 2027. In order to process the final pay period of 2026, **timesheets are due on Wednesday, December 16 by Noon** for the pay period ending December 18, 2026, which includes all time worked and time off used from December 5 to December 18, 2026.

Employees will receive their final pay for 2026 on Thursday, December 24, 2026. Direct deposits will be made as scheduled. For those receiving paper paychecks, checks will be mailed on Wednesday, December 23, 2026. If you normally receive a paper paycheck and your check is not received by Friday, January 8, 2027, at your home address, please contact the Payroll Services Team.

The best way to ensure timely receipt of your paycheck is through direct deposit. Therefore, **employees receiving paper checks are strongly encouraged to sign up for direct deposit in Workday. You have to be connected to the MC network to add or change bank account information.** For step-by-step instructions on how to set-up direct deposit and/or update your payment elections in Workday, please reference the payment elections job aid.

Annual Time Off Carryover

As a reminder, **the last day for staff and administrators to use 2026 annual and personal time off is Friday, December 18, 2026**. View the full memo regarding staff and administrator time off carryover maximums and timelines for 2026.

Forms W-2 and 1095-C Processing

For faster and more efficient delivery, we strongly encourage all employees to receive their W-2 and 1095-C tax forms electronically in Workday.

Electronic W-2 Wage and Tax Statements for 2026 will be available in Workday approximately one week before paper copies are processed and mailed out. Paper W-2s will be mailed, per IRS regulations, no later than January 31, 2027. If you prefer to receive a paper W-2, it is important that your home address in Workday is accurate. (Note: For non-exempt, hourly employees, the 2026 W-2s will now include total FLSA overtime premium pay, which appears in Box 12TT of the form.)

Form 1095-C provides information about your employer-provided health coverage and may be required to file your annual return or determine eligibility for a premium tax credit. Electronic 1095-Cs for 2026 will be available in Workday approximately one week before paper copies are processed and mailed out. If you prefer to receive a paper 1095-C, it will be mailed, per IRS regulations, no later than March 31, 2027, to the home address on file in Workday.

We appreciate your cooperation in supporting HRSTM's efforts to improve efficiency and ensure that you receive your tax forms quickly and securely.

Social Security Wage Base and Medicare Tax Rates for 2027

For planning purposes, the social security wage base will be increased to $192,300 for 2027 (up from $184,500 for 2026) for a maximum social security tax of $11,922.60 for 2027 (up from $11,439.00 in 2026). The Medicare tax rate will remain 1.45% on wages up to $200,000. For joint filers, the limit is $250,000, and for married taxpayers filing separately, it's $125,000. For all wages above the limit, the Medicare tax rate is 2.35%. This is for your information only; there is no action required.

Thank you for your attention to these important year-end matters. Should you have any questions or require further clarification, please do not hesitate to contact the Payroll Services Team.