What's Changing?

As of May 1, 2025, E-Re Estimated Withholding will be disabled in SFS. Taxes may no longer be withheld from relocation stipend expense reports on/after this date.

Relocation Stipend Payments May/June:

- Relocation Stipends can still be paid through the TER System through **June 9, 2025**.
- **IMPORTANT:** Ensure the new employee understands that their net pay will be reduced due to the additional taxes withheld from the taxable relocation stipend.

Updated TER Process for Relocation Stipends (May & June 2025):

- The **"Relocation"** Business Purpose will be disabled
- New expense type **"Relocation Stipend – No TaxWH"** will replace "**Relocation-Stipend**" and "**E-Re Tax Withholding" (ESTTAX**), both of which are being deactivated.

Completing a Reloction payment via TER starting May 1, 2025

1. Log In to SFS and click Expenses, Create New Expense Report
2. Click the drop down arrow next to your name and select Change Employee. Choose the relocation recipient from the pop up menu
3. Business Purpose = Non-Travel
4. Description = Relocation Stipend LASTNAME
5. Reference = Non Travel

General Information

*Business Purpose	Non-Travel
*Description	Relocation Stipend {LASTNAME
*Default Location	Campus location
*Reference	NONTRAV

6. Add Attachments such as approval letter
7. Accouting Defaults: change to reflect the funding string paying for the relocation
8. Justification = Relocation payment for RECIPIENT NAME
9. Click the drop down next to Expense Report Action and select Add Expense Lines
10. Use the magnifying glass to select Relocation Stipend-NoTaxWH as the Expense Type
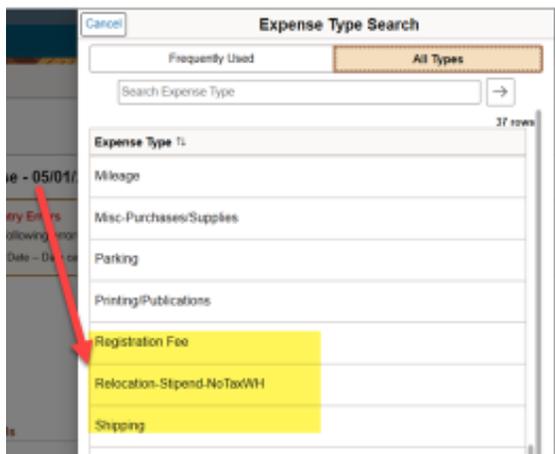
11. Enter the full relocation payment amount
12. Click Review and Submit then Notify Traveler (if paying employee) or Submit (if paying non-employee)

IMPORTANT: you will no longer enter a second expense type for estimated tax withholding.

- See UW TravelWise for more information