Employment of G5 Domestic Workers
Payroll Provider Regulations and Introduction

Matthew S. Haake
HR Operations
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Reason for the Change in WBG G-5 Payroll Policy

State Department views the WBG as responsible for G-4 staff compliance with related wage and labor protection for respective G-5 domestic workers employed and their dependents – including their physical security.

Changes made to G5 program in FY2017
• In-person registration interview
• Employer certification of compliance with federal, state, and local labor laws
• Standardized Contracts
• G5 dependent security protections
• Increased documentation of wage payments verifications

FY-18 Changes! Payroll providers will certify to the WBG:
• Record of hours worked
• Wages paid via direct deposit including deductions for taxes
• State and Federal quarterly tax payments collected and paid in name of G5
• Yearly personal taxes filed for G5 employee
Results from FY17 Process Changes

Changes made to G5 program in FY2017 resulted in in-person registration interviews with 325 G5 Domestic Workers registered at the World Bank

- State Department requested follow-up documents or had inquiries in less than 10% of interviews conducted
- Most common concerns from State Department in-person registrations were wage and contract related:
  - Contract not in the language the G5 speaks fluently
  - G5 not working hours designated in contract – either less than full time 35 hours per week or more than 40 hours per week with no overtime compensation
  - Payments made to G5 in cash or to family members in home country
  - Improper or incorrectly documented wage deductions for loans, advanced pay, leave
  - No records of quarterly or end of year tax filing on behalf of the G5
  - Improper or no timecard records of hours worked
  - G5 not paid regularly on a weekly or bi-weekly timeframe
What are the requirements for G4 employers?

- Employers will be required to contract directly with authorized provider for all payroll and tax services.
- Employers must certify to HR Operations that they have complied with all state and local employment wage and tax laws for their G5 worker.
- Employer is responsible for all payroll provider costs.
- Employer is responsible for end of year individual tax filing on behalf of the G5 regardless of current employment status.
- Payroll provider costs cannot be passed to G5 domestic worker.
- G4 employer must ensure all G5 domestic workers are working a minimum of 35 hours per week.
- Any deductions from G5 wages (i.e. loans, wage garnishment, taxes) must be done through the payroll provider.

Employers with current payroll service may continue to use until January 2018; employers with no current payroll service must secure prior to DOS in-person registration.

**UPDATE:** Staff without a current payroll provider must submit contract with payroll provider effective Jan 1, 2018 to be considered in compliance.
Authorized G-5 payroll providers

Payroll and tax services providers authorized by the WBG will:

• Ensure workers have signed timesheets showing hours worked
• Automatic payroll processing
• Direct deposit to G5 employee bank account
• Ensure G5 employees receive pay slip with hours worked, including overtime and all deductions
• Collect and pay quarterly payroll taxes to state and federal tax collectors
• Provide W3 & Schedule H to employer and W2 for employee
• File basic personal federal and state income tax forms on behalf of G5
• Verification of compliance with updated federal and state tax, labor, and wage laws
• Optional assistance with obtaining and remitting payment for health, life, disability, and workers compensation insurance

Currently, more than 30% of G5 domestic worker employers at the WBG use the services of a certified payroll provider.
How will this process be implemented?

G-4 Employer will contract directly with payroll provider and submit compliance certification to HR Operations prior to scheduling of in-person registration appointment.

G-5 will meet with State Dept. Office of the Chief of Protocol without the WBG employer. A State Dept. interpreter will be available as needed.

G-5 will receive a photo registration card valid for one-year following the interview.
Process for G5 interview scheduling

1. Employer secures/verifies payroll provider
2. Employer submits pre-interview documents to HR Operations
3. HR Operations reviews submitted documents
4. HR schedules DOS interview and advises G4 employer
5. G5 attends interview, submits copy of ID card once issued

Pre-Interview Documents
- Copy of G5 passport and most recent I-94.
- Updated Signed State Dept. Standardized G5 contract
- WBG Contract Addendum
- WBG Code of Conduct
- WBG G5 Domestic Employee Dependent Protection Certification (if applicable)
- WBG G5 Employment Compliance Certification
Homework Solutions

HomeWork Solutions is proud to serve the families of The World Bank. We have designed a custom solution to meet the requirements set forth by the State Department for G5 employers. HWS has been a leader in household payroll for over two decades and understands the unique requirements of the G4 / G5 visa program.

Money Management Features
- Full level payroll and tax filing/reporting
- Federal and state tax account setup and management
- Direct deposit included
- Easy-to-use online portal for payroll remittance
- Online access to payroll reports

People Management Features
- Employee text message notification of payment
- Employee self service portal for paystubs and W-2 access
- New hire reporting
- Unlimited complimentary consultations
- In person enrollment assistance
- G5 1040 tax return preparation

- Website: [https://www.homeworksolutions.com/worldbank/](https://www.homeworksolutions.com/worldbank/)
- Phone: WB Program Specific: 877-870-0896 or 800-NaniTax (800-626-4829)
- **Base services**: $225 per calendar quarter – all inclusive with no setup or yearend fees
- **Additional health, life, disability, and workers compensation assistance**: $25 per calendar quarter
Payroll Provider Services Companies

GTM Payroll Services

Our program with The World Bank Group:
Setup of State & Federal Tax accounts
State new hire reporting
Direct deposit to employee
Quarterly electronic tax filing
End of year tax forms including Schedule H, W-2 and W-3
Personal income tax filing on behalf of G5
Secure online client and employee account management
Multiple options for submitting signed timesheets
Easy and quick signup process through designated representative or personalized website

The GTM difference:
26 years of experience paying domestic employees
Team of accounting and payroll professionals, insurance brokers & tax experts
Exceptional client care: 98% client satisfaction; support 1,000s of families nationwide
We process over 80,000 checks a month
Highest level of data security standards in the industry
In-house insurance company – we quote, obtain and manage your insurance policies in-house

- Website: https://gtm.com/household/gtm-welcomes-world-bank-group/
- Phone: 800-929-9213
- Base services: $889 per year ($47.50 setup fee if enrolled before January 1, 2018 – WAIVED)
- Additional health, life, disability, and workers compensation assistance: $125 per year

Additional expenses may be incurred for more extensive tax preparation and filing services
Next Steps + Questions

Links to Required Documents:

1. **G5 Employment Compliance Certification**
2. **Contract for G5 Domestic Employee with WBG Addendum to the G5 Contract**
3. **WBG Code of Conduct Regarding Employment of G5 Domestic Employees**
4. **G5 Domestic Employee Dependent Protection Certification** (if applicable - to be completed only if a G5 dependent child is registered in WBG household)

Questions?
Reach out to HR Operations:

(202) 473-2222
hroperations@worldbank.org
http://visa

Book a face-to-face appointment that fits your schedule @ MyHR
http://myhrscheduler