

Payroll FAQ's.....

1. *When is payday?*
Answer: The release dates for all payroll warrants may be found on the "Payroll Due Dates Calendar" located on the F & SS/Payroll Web Page. In addition to regular monthly pay, this includes overtime, shift, lead and special assignment stipends, Special Consultants, Music Studio, Substitute Faculty, and Extended University payments. All faculty, staff and students also receive an annual calendar showing release date for their regular monthly pay.
2. *Where do I pickup my pay warrant/Direct Deposit Advice?*
Answer: Monthly pay warrants for faculty and staff is distributed in two ways. Some are grouped each month for a designated employee to pickup for their department from the Financial Aid Accounting window, the remaining employees (including students) pickup their warrants/DD Advices at the Cashier's Window of the Accounting Office.
3. *Where do new employees signup?*
Answer: Faculty, staff, and administrators signup in the Office of Human Resources in Administration Building room 108. Students sign their employment documents at the Payroll Office in Administration West room 107.
4. *Where do I check on my insurance deductions?*
Answer: The Benefits Office is located in the Office of Human Resources.
5. *How many vacation and sick leave hours do I have to use?*
Answer: The Office of Human Resources is in charge of tracking leave accrual and usage.
6. *Do I have to do a Separation/Clearance Form?*
Answer: All faculty, staff, and administrative employees having a break in employment must submit a separation/clearance form to Accounting at the end of their employment. The form is found on the F&SS web page under "Forms."
7. *Where do I signup to have savings deductions, tax shelters (TSA's), or donations deducted from my monthly warrant?*
Answer: Payroll deductions for savings must be setup through your bank. The campus does not have signature authority with the banks or credit unions. They will submit your deduction request to the State Controller's Office. TSA's may be setup with the Office of Human Resources. The Foundation handles donations to campus accounts such as Roadrunner Club, Alumni Annual Fund, Children's Center, etc.
8. *Where do I signup for Direct Deposit if I am eligible?*
Answer: The Office of Human Resources.