

Frequently Asked Questions – Payroll

Q: How do I change my **federal withholding**?

A: Complete a W-4* and return it to the payroll office.

Q: Where is the **payroll office**?

A: Second floor of Thompson Hall across from Academic Affairs.

Q: What do I do if I have **misplaced** my payroll check?

A: Contact the payroll office immediately at lspencer@washjeff.edu or ext: 6522

Q: Can my **local taxes** be withheld?

A: Yes and the College does withhold 1% from all employees and this tax is applied to your local Pennsylvania municipality. City of Pittsburgh residents are taxed 3%.

Q: How do I **sign up** for **direct deposit**?

A: Complete a direct deposit authorization form*, attach a voided check or account verification letter from your bank and return it to the payroll office.

Q: Can I **add or change** my **direct deposit** account information?

A: Yes. You must complete a new "Direct Deposit Authorization" form and attach a voided check.

Q: How long will it take for the **direct deposit** to **start**?

A: Funds will begin being direct deposited to your account on the 2nd paycheck after the information is submitted to the payroll department.

Q: Can I have direct deposit into **more than one account**?

A: Yes, you use up to four different accounts for direct deposit.

Q: To whom should "Employment Verifications be directed?

A: Both written and verbal verifications should be directed to the Payroll Department.

Q: My **bank account** has **changed** and I am on direct deposit. What should I do?

A: Notify us immediately. You must complete a new Direct Deposit Authorization form and attach a voided check.

Q: When will I receive my **Form W-2**?

A: W-2 forms are mailed to employees no later than January 31st.

Q: How do I **change** my optional **additional retirement deductions**?

A: Complete a salary reduction form* and return it to the payroll office.

Q: My pay check is direct deposit will I still receive a **paper stub**?

A: No; pay advices are available on line through WebAdvisor.

Q: How do I access my **pay stubs on line**?

A: Instructions can be found on the payroll section of the W&J Human Resources web page*.

Q: How **often** do we get **paid**?

A: We are paid semi-monthly on the 15th and last business day of the month. If pay day falls on a weekend or holiday we are paid the previous business or working day.

Q: I need to complete a **timesheet**. **Where can I find one**?

A: The Payroll section of the W&J Human Resources website*.

Q: When are **timesheets due**?

A: Exempt employee timesheets are due the 1st of each month;
Non-Exempt timesheets are due the 1st and 16th of each month.

Q: I noticed I have **more money** in my pay in **2009**; why?

A: This is due to the "Making Work Pay" credit that is in effect for 2009 & 2010.

Q: What is the **"Making Work Pay" credit**?

A: In 2009 and 2010 most people who receive a pay check and are subject to withholding will receive a tax credit of up to \$400 for individuals and \$800 for married taxpayers filing joint returns as part of the new stimulus package. This credit will typically be handled through automated withholding changes.

Q: With the new **"Making Work Pay" credit** in effect do I need to change my **W-4**?

A: A W-4 will not need to be submitted for the automatic withholding change. An employee with multiple jobs or married couples whose combined income place them in a higher tax bracket may elect to submit a revised W-4 to ensure enough withholding is held to cover the tax for his/her combined income.

Use this link for more information on the Making Work Pay credit [IRS FAQ](#).

*All forms mentioned in this document can be found at the Payroll section of the W&J Human Resources website or by using this link [W&J Payroll](#).

**All forms can be submitted to payroll by dropping them off at the payroll office or through campus mail addressed to payroll.