

Payroll Frequently Asked Questions



When are timecard approvals due?

Bi-weekly approvals are due by 5:00 p.m. the Tuesday following a payday.
Semi-monthly approvals are due by 5:00 p.m. on the fourth business day following a semi-monthly payday.

What is the special deduction for on my pay advice?

Contact the Payroll Department for special deduction explanations.

I am expecting a pay increase, when will I receive it?

Time permitting, pay increases will be included in the next paycheck after increase information has been entered into the system by the appropriate offices.

What are the pay dates for Adjunct Faculty (Lecturers)?

The pay dates are listed on the Payroll website.

I am a student and exempted myself from OPERS, why is OPERS being deducted from my check during the summer?

A student must be registered for at least 6 credit hours in order to exempt themselves from OPERS during the summer.

How can I change my direct deposit?

Download and complete the direct deposit form from the Payroll website and return it to the Payroll Office.

When can I expect my direct deposit to start?

Based on the date received, direct deposit will start with your next available payday.

Can I have money deposited into more than one bank account?

Yes, however, you must complete a separate direct deposit authorization form for each bank.

I have questions about my benefits.

Questions concerning benefits should be directed to Human Resources at 216 687-3636.

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How do I change my credit union deduction?

Send your request in writing to the Payroll Department. Include the dollar amount of the change.

How do I change my federal tax (W-4) withholding form?

W-4 forms can be changed and submitted to Payroll by using myPay or by downloading Form W-4, completing it, and returning it to Payroll office (AC 246)

Why are the taxes on regular summer contracts at such a high percentage and can anything be done about it?

The IRS requires that additional earnings be taxed at the supplemental (25%) tax rate. If you are also paid your regular salary, you may adjust your W-4 for those earnings.

When will I receive my W-2?

Electronic Form W-2's are made available through Employee Self-service, myProfile for viewing/printing in mid January. You will be notified by email when they are available and at that time will be asked to give consent to receive an electronic W-2. If you do not give consent to receive an electronic W-2, a paper W-2 will be mailed at the end of January.

How do I obtain a duplicate W-2?

If you have given consent to receive an electronic Form W-2, you can log onto Employee Self-service, myPay and view/print your W-2 at any time. Electronic forms are available from 2007 to present.

If you have not consented to receive an electronic Form W-2, log onto Employee Self-service, myPay and submit a W-2 Reissue Request. Requests for duplicate paper W-2's are processed once per month with the exception of once per week for the months of January through April. Payroll can issue duplicates from 2007 to present. Duplicate W-2's for years prior to 2007 can be obtained from the Internal Revenue Service.