



## **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 second business day following a semi-monthly payday.

### **What is the special deduction for on my pay advice?**

Contact the Payroll Department at 216 687-3611 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 last business day of each month during the semester of contract. 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.



## **Payroll Frequently Asked Questions (pg.2)**

### **I have questions about my benefits.**

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

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

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

### **How do I change my Ohio tax (IT-4) withholding form?**

IT-4 forms can be changed by downloading Ohio Form IT-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 (22%) tax rate.

### **When will I receive my W-2?**

Electronic W-2 forms are available through myProfile Payroll for viewing and printing in mid-January. You will be notified by email when they are available. You must give consent to receive your W-2 electronically. If you do not give consent, or if you terminate employment, a paper W-2 will be mailed to your address on file at the end of January.

### **How do I obtain a duplicate W-2?**

Active employees can give consent and access electronic W-2 forms for all prior years through myProfile Payroll. Terminated employees or those not giving consent can email [payroll@csuohio.edu](mailto:payroll@csuohio.edu) to request a duplicate W-2. Include your CSU ID, name and year of the W-2 in the request. Please make sure that your current address is on file. You can update your address through CampusNet.