PAYROLL

The responsibilities of the Payroll Office include:

- Processing the payroll for all University employees including students who are employed by the University.
- Assisting employees with payroll problems and questions including all payroll check, tax and deduction processing.
- Preparing and mailing W-2’s and/or 1042S’s to employees.
- OPERS and STRS reporting.
- Tax adjustments for Staff Development and Student Fee Authorization.
- Maintaining all international student and staff tax form information.

myPay
myPay is a web-based application that allows employees to view and update employee-specific pay information. With myPay employees can view paycheck history, accrual information, and direct deposit information; update W-4 tax information; and request W-2 reissue. Click here to access myPay.

Please note: In the past, myPay linked directly to payroll data to view paycheck, leave accruals, direct deposit and tax information. This information is still available, but is now contained under myProfile.

myTime
myTime is a web based electronic time collection system that replaces the previous paper based system. Besides providing far greater efficiency, this process will also ensure that existing University work policies are applied fairly and equitably to all employees. Click here to access myTime.

Forms and Schedules

- 2010 Pay Dates
- 2009 Pay Dates
- Contract Pay Option Change Form
- Direct Deposit Authorization Form
- Pay Card Authorization Form
- RTA Commuter Advantage Program Payroll Deduction Application

Federal and State Tax Forms and Publications

- IRS Form W-4 Employee's Withholding Allowance Certificate
- IRS Form W-5 Earned Income Credit Advance Payment Certificate
• Ohio Dept. of Taxation Form IT-4 - Employee's Withholding Exemption Certificate
• Ohio Dept. of Taxation Form IT-4 NR - Employee's Statement of Residency in a Reciprocity State
• How Do I Adjust My Tax Withholding?
• Payroll FAQ

Guidelines

• Emergency Closing Instructions

Policies

• Deferred Compensation
• Overtime for Exempt Employees