

New Employee, Payroll Tip Sheet

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- **Direct Deposit:** Employees should complete a direct deposit form to have their paychecks automatically deposited into their bank account. You can obtain a direct deposit form from the Payroll Office, BA 112, or on the Payroll Office web page (www.uvu.edu/payroll), under the Payroll Forms tab. You will need your bank's routing number and your account number to complete the direct deposit form. Please note, direct deposit changes may take up to two weeks to become effective and changes cannot be made online.

If you do not have a checking or savings account, an application for a Utah Community Credit Union (UCCU) checking or savings account is available in the UVU Payroll Office (BA 112) or at the UCCU branch on campus, located in the Sorensen Student Center. UCCU has minimized account eligibility requirements for UVU employees, therefore, most employees will qualify for an UCCU account even if they have been unable to receive an account at other financial institutions.

- **Paydays:** UVU pays employees semi-monthly with paydays on the 1st and the 16th of each month (24 paydays per year). Employees are paid using a full pay period lag pay cycle (i.e., Hours worked between the 1st and 15th of the month will be paid on the 1st of the following month. Hours worked between the 16th and the last day of the month will be paid on the 16th of the following month). Employees using direct deposit will usually see funds deposited the day prior to the official payday (15th and last day of the month).
- **Paystubs:** UVU does not issue hardcopy paystubs. Current and past paystubs can be accessed using myUVU. To view your paystub you will need to log into myUVU and select *Employees* and then *Payroll and Time Clock*.
- **Time and Leave Entry:** Check with your department regarding the correct way to enter/clock time and leave as a full-time employee or enter/clock time as a part-time employee. Tip sheets for time and leave entry are also available on the Payroll Office web page (www.uvu.edu/payroll/training).

If your department has not instructed you on time and leave entry due dates and expectations, please talk to your supervisor to ensure deadlines are met and you are paid accurately and timely.

- **Year End Tax Reporting, Form W-2:** UVU only issues Electronic Form W-2s. Form W-2s for the current tax year will be available mid to late January of the following year. You can access your Form W-2 through MyUVU or by using the direct link located on the Payroll Office web page (www.uvu.edu/payroll), under the Taxes tab. You will need your UV ID and password to access your Form W-2. If you have forgotten your password, contact the UVU IT Help Desk to have it reset, 801-863-8888.

If you would prefer to receive a paper Form W-2, you can revoke your consent to receive an electronic Form W-2 the same way you access your Electronic Form W-2 (stated above) or by completing a paper revoke consent form available in the Payroll Office, BA 112.

- **FICA Exempt:** The Payroll Office exempts eligible student employees from FICA (Social Security and Medicare taxes). Student employees' credit hours are reviewed each pay period to determine their eligibility for FICA exemption. Student employees exempted from FICA who would prefer to pay FICA should notify the Payroll Office in writing. Nonresident Alien (NRA) student employees that have not completed an Alien Information Collection Form will be FICA exempt based on student exemption rules only. Information provided on the collection form is used by the Payroll Office to determine if a nonresident alien employee is eligible for FICA exemption based on their immigration status.
- **Adjunct Pay:** Adjunct faculty are paid a semester rate based on the number of classes and contact hours taught. The semester rate is spread over 7 payroll periods. Adjunct faculty teaching block classes will have their semester rate spread over 3 or 4 pay periods. Adjunct faculty should not expect their first paycheck for a semester until approximately one month into the semester. For a detailed adjunct faculty pay schedule and rate table, access the Adjunct Pay Calendar and Rate Table on the Payroll Office web page (www.uvu.edu/payroll).