

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, contained under myProfile, 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 information; consent or withdraw consent to receive electronic Forms W-2/W-2c; view electronic Forms W-2/W-2c, request duplicate Form W-2 if consent was not given to receive an electronic version. [Click here](#) to access myPay, under myProfile.

myTime

myTime is a web based electronic time collection system. [Click here](#) to access myTime.

Forms and Schedules

- [2013 Pay Dates](#)
- [2012 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](#)
- [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?](#)

Guidelines

- [Emergency Closing Instructions](#)
- [Electronic W-2/W-2c Giving Consent Instructions](#)

Frequently Asked Questions

- [Payroll FAQ](#)

Policies

- [Deferred Compensation](#)
- [Overtime for Exempt Employees](#)