

Payroll Questions and Answers

Q1. When do I get paid?

A1. For Classified Staff, Students, and Casual Labor, pay days are on the 10th and 25th of each month. In the event that a pay date falls on a weekend or holiday, pay distribution will be made on the last business day before.

E.g. January 25th is a Saturday, All Classified Staff will be paid on Friday, January 24th.

Academic Faculty, Administrative Faculty, Graduate Assistants, Letter of Appointment, and Post-doctoral Scholars are paid on the 1st working day of the month. In the event that a pay date falls on a weekend or holiday, pay distribution will be made on the first business day after the weekend or holiday.

E.g. September 1st is a Saturday, September 3rd is a holiday, so pay day will be September 4th.

Q2. When is documentation due in the Payroll Office?

A2. For Classified Staff:

Employment Documents, due in Human Resources by 9 a.m.

On the 25th for the following month's 10th pay period.

On the 10th for that month's 25th pay period.

Overtime and Payroll Adjustments, due in Payroll by 9 a.m.

On the 25th for the following month's 10th pay period.

On the 10th for that month's 25th pay period.

In the event that a submission date falls on a weekend or holiday, deadlines will be moved to the last business day before.

E.g. January 25th is a Saturday. Classified Overtime and adjustments will be due on Friday, January 24th.

For Students and Casual Labor:

Time Sheets, due in the Payroll Department Room 244, CSB by 1 p.m.:

On the 25th for the following month's 10th pay period.

On the 10th for that month's 25th pay period.

Student and Casual Labor PAFs, Due in Financial Aid and Scholarships Room 232, SSC Building B by 9 a.m.

One day before time sheets are due (note each timesheet date may change monthly).

Document Submission

Please see your departmental secretary for scheduled due dates. A copy of the schedule is also available in the Payroll Department.

Q3. As an employee of UNLV, how do I get paid?

A3. Employees of UNLV will be paid by Direct Deposit or by Bank of America VISA Payroll Debit Card.

Q4. What is Direct Deposit?

A4. Direct Deposit is a safe, reliable and convenient way to deposit your paycheck directly into your personal bank account. You can sign up either online or by paper for those with no computer access.

Q5. How do I set up Direct Deposit?

A5. Visit the Employee Self Service (also called Employee Query and Update System, or EQUUS) database on HR's website. Would you like me to send you a link to EQUUS?

<https://www.unlv.edu/hr/employee-info/equus>

- 1) Log in using your employee ID number and PIN to log in.
- 2) Go to the Main Menu and select the Direct Deposit option. Enter your account information.

If you opened your account outside of the Las Vegas area and your financial institution is not in our system, please contact the original branch of your financial institution where you opened the account for their specific transit number. To add a new financial institution to our data base we will need the correct routing transit number and the name and address of the financial institution. Please fax this information to the Payroll Department at 895-3519. Generally, new financial institutions are added to the system within 24 hours of receipt.

Note: Paper Check should only to be used by individuals that do not have computer access. Complete the direct deposit enrollment form (Please contact the Payroll Department for this form).

Q6. What is a Bank of America VISA Payroll Debit Card?

A6. NSHE has implemented a payroll VISA debit card program that has replaced paper paychecks for employees that do not enroll in direct deposit. NSHE has contracted with Bank of America to provide the payroll VISA debit card program.

Q7. What do I do if I lose my paycheck or it was stolen?

A7. If you believe that a payroll check issued to you has been lost or stolen, you would use a stop payment request form to initiate a stop payment. All efforts should be made to locate this check before your request is submitted.

Once the stop is placed, the check becomes VOID. The check cannot be cashed and must be returned to the Payroll office if received after the stop payment is issued. A replacement check will be issued in 7-10 working days. Download the form or stop by the payroll office for a copy. Would you like me to send you a Stop Payment Request form?

<http://www.unlv.edu/assets/controller/forms/StopPaymentRequest.pdf>

Q8. How do I notify you of my change of address?

A8. Your address is maintained by the Human Resource Department. In order to change employee, work, or emergency information please log on to EQUUS (employee self-serve) and submit your changes. Some reasons to complete changes include to change your address and to update your emergency contacts. Would you like me to send you a link to EQUUS?

<https://mustang.nevada.edu/hrip/unlvlog.htm>

Q9. What deductions might be taken from my paycheck?

A9. There are many ways that funds can be deducted from your paycheck. This can include many types of Voluntary deductions. However, there are four main categories that may apply to you.

1) Federal Income Tax. Federal income taxes must be deducted under federal law. Taxes are withheld from each paycheck in accordance with the gross pay and the number of exemptions claimed on your W-4 Withholding Allowance Certificate.

Any change in exemptions requires that a new W-4 be submitted to Payroll.

2) Social Security (FICA) and Medicare. Deductions for Social Security are required by federal law. A percentage of pay, as determined by the Social Security Act, is withheld from each paycheck. In addition, the University is required to contribute an equal amount for future Social Security retirement and/or disability benefits.

However, those covered under a qualified retirement plan are not subject to full Social Security tax. In this instance, you may only see Medicare tax.

3) Voluntary Deductions. Employees may authorize deductions from their wages for: charities or organizations, parking, group insurance, loans, and investment. Other options may be available. Please consult with your Payroll office for assistance.

You may cancel a voluntary deduction by submitting a "Cancellation of Miscellaneous Deduction Form" to our office. This request must be received by our office at 9 a.m. on the 10th and 25th in order to be effective the following pay period.

Would you like me to send you a link to that form?

<http://www.unlv.edu/assets/controller/forms/DeductionCancellation.pdf>

4) Garnishments and Levies. A garnishment is a legal order to withhold a specified sum from your wages to satisfy a debt in accordance with federal wage garnishment law. A levy, earnings withholding order or a wage assignment is the legal terminology for a garnishment. The amount deducted depends upon the type of garnishment. For example, a Federal levy will exempt a predetermined amount of your net pay from levy. Otherwise, the deduction is taken out of your "Disposable earnings".

You should contact an attorney or the appropriate agency to arrange a payment delay or to work out a payment plan. And, it is very important that you complete a Statement of Exemption form if you receive an IRS Levy.

Because this is an abbreviated list, please be certain to take any questions you may have to the Payroll office and they will be glad to help.

Q10. What is the Student FICA Exemption Policy?

A10. In certain instances, some graduates and undergraduates may be exempt from FICA and/or FICA Alternative. Please read the FICA Exemption Policy to find out if you qualify. Would you like me to send you a link to the FICA Exemption Policy?

<https://www.unlv.edu/payroll/forms/fica>

Q11. Are employee fringe benefits taxable?

A11. Fringe benefits provided to employees are considered taxable wages unless they are specifically excluded from income by a provision of the US Income Tax Code.

Q12. What is a W-2 Form?

A12. An IRS W-2 form is a statement from your employer of how much money you have earned, and how much Federal, State, Local, Social Security and Medicare taxes have been deducted on your behalf. Your employer should send this to you the year after your employment.

The payroll office will send your W-2 form by Jan. 31, for the previous year's employment. Since this form is provided by your employer, it is not something you can complete online.

Q13. What is a W-4 form?

A13. A W-4 form is an employee's Withholding Allowance Certificate.

Q14. What do I use a W-4 form for?

A14. A W-4 form is an Employee's Withholding Allowance Certificate; the Form W-4 tells the employer how many withholding allowance the employee is claiming along with the employee's marital status; it also tells the employer if the employee claims exemption from withholding.

Q15. Is there anything that I need to do if I leave the university?

A15. Employees who separate employment from the university need to go through an official checkout procedure to ensure that you have no outstanding debts to the university prior to separating. If you have outstanding debts to the university, you will need to settle those debts before payroll is able to release your final paycheck. Additional information on this process is available at the Human Resources website. Would you like me to send you a link to that web-page?

<http://www.unlv.edu/hr/separating/sep-facpro>

Q16. What is meant by employee clearance?

A16. Student workers, hourly paid employees and LOAs do not go through the clearance process.

Employee clearance is an official checkout procedure required by the university to ensure that you have no outstanding debts to the university prior to separating. UNLV automatically puts a hold on your final paycheck and will not release the final check until a completed, fully signed clearance form reaches payroll from HR. Would you like me to send you a link to the "Leaving the University" web-page?

<http://www.unlv.edu/hr/leaving>