

Student Employee Payroll Tips and Reminders

Contact Us:

Web: <http://www.utoledo.edu/offices/controller/payroll/>

Phone: 419-530-8780 Fax: 419-530-8787

Email: payroll@utoledo.edu

Pay Details & Leave Balances

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Direct Deposit

Per UT Policy direct deposit set up is required.

Set up through employee tab on MyUT

Click on “two factor authentication.” You will receive a code either through text or voice message to enter to proceed.

Enter your account information. If splitting between multiple accounts, the final priority account must be set up for 100% of remaining amount.

Instructions can be found under [FAQs](#) on Payroll website.

Pay Frequency

Pay is issued bi-weekly on Fridays.

See [payroll website](#) for next pay date and what work dates are included in that check.

Students are paid 1 week in arrears.

Timesheets

Student employees report hours worked through online timesheets found on your MyUT Employee tab. Timesheets are due by 11:59 PM Sunday night before payday. Holidays may cause deadlines to be advanced, so make sure to check email reminders for change in due date. Instructions can be found on [Payroll Website](#).

Graduate assistants are paid a set stipend and do not need to report hours worked.

Ohio Public Employee Retirement System

University employees contribute to state retirement systems instead of Social Security. As a student, you have the option to request exemption from contributing if you are actively taking classes. You will receive a text message with a link to the OPERS app. **You will need to download the app and elect participation or exemption in retirement program within 30 days of your hire date.** If you do not do this within the 30 days, OPERS contributions (10% of your earnings) will be withheld from your paycheck.

Non Resident Alien

Fill out the information on the [Non-Resident Aliens tab](#) of the Payroll Website. We will send you a link to fill out personal and visa data that will be analyzed for tax treaty eligibility.

W4 Tax Exemptions or Allowances

Federal Withholding Tax

As of Date:

Name:

Address:

Last Name differs from SSN card:

Deduction Status:

Start Date:

End Date:

Filing Status:

Number of Allowances:

Additional Withholding:

Note: Additional amount, if any, you want withheld from each paycheck.

[Print](#)

[History](#) | [Update](#) | [Contributions or Deductions](#)

Taxes

Adjust Federal & State taxes through MyUT employee tab.

Select Tax Forms from Pay Details & Leave Balances section. Click on Update below each section to change status, allowances, or additional withholdings. See [FAQs](#) for instructions.

School district tax is based on the address on your initial Ohio tax form.

If you change addresses and it has tax implications (change in state, school district), please contact the Payroll Department for guidance on changing withholding.