

Payroll Express

As a part of the Payroll department's effort to improve our customer service to the campus community, you may have noticed more efficient changes being implemented. We now offer several ways to contact our office;

- 1) Main telephone line is 419-530-8780,
- 2) Mail stop number #329
- 3) E-mail at, payroll@utnet.utoledo.edu
- 4) Visit <http://finadmin.utoledo.edu/payroll/>.

Rejected Timecards & Hold List on Our Web Site

In an effort to make your lives easier, we have begun posting the rejected timecards and hold list on our website. These lists are posted to the web by the morning of the regular rejected timecard day, which for regular non-holiday pay cycles is the Tuesday before payday. Changes to this schedule are also available on the web. You will be happy to hear that you may now correct some rejects from the comfort of your desk. If your department has a rejected timecard that can be fixed easily, such as one with a missing or incorrect account number simply e-mail us the account number at payroll@utnet.utoledo.edu and we can make the correction. Unfortunately there are still some corrections such as cards with missing signature that will require you to come to the payroll office to correct.

Rejected timecard errors need to be corrected no later than 4 p.m. on the rejected timecard day in order to be processed for payment that week. If there is an employee from your area on the "Hold List" it does not mean that they will not be paid. Rather the check that is issued will be held in the payroll office so that we can obtain the proper paperwork needed to accurately process the payment before releasing the check.

Compensatory Time Advancements

We have recently changed the compensatory time process. We have upgraded this to a live system allowing us to do payouts to anyone that is over the 180-day or 240-hour limit every payday. We will also be putting anyone that has a negative balance into unpaid status. Therefore, it is EXTREMELY important that any hours being used be put on a separate absence report and be submitted to the payroll office by close of day on the non-payday Friday. As part of this new system, we are also making payouts and employee history reports available on our website. We feel that these reports will be helpful to the employee and their supervisor. If you are interested in attending training on these new reports please contact Lynda Obee at lobee@utnet.utoledo.edu or (419) 530-8784.

Don't forget to check the payroll website for our deadlines, forms and other useful tools.

School District Information

There have been many changes and updates with regard to Ohio school district taxes. Please take some time to visit the Payroll website, <http://finadmin.utoledo.edu/payroll>, to find out if you are liable for a school district tax. If you are liable, you need to fill out a new State of Ohio withholding form and specify the school district for which you are liable. It is extremely important that you notify the Payroll department because we cannot determine liability based on address. If you have any questions, please do not hesitate to contact us at 419-530-8780.

Important Upcoming Payroll Dates

Pay Date	PA's Due	Timecards due	Rejects available for review
3/5/2004	2/25/2004	2/27/2004	3/2/2004
3/19/2004	3/10/2004	3/12/2004	3/16/2004
4/2/2004	3/24/2004	3/26/2004	3/30/2004
4/16/2004	4/7/2004	4/9/2004	4/13/2004
4/30/2004	4/21/2004	4/23/2004	4/27/2004
5/14/2004	5/5/2004	5/7/2004	5/11/2004
5/28/2004	5/19/2004	5/21/2004	5/25/2004
6/11/2004	6/2/2004	6/4/2004	6/8/2004
6/25/2004	6/16/2004	6/18/2004	6/22/2004
7/9/2004	6/29/2004	7/1/2004	7/6/2004

Reminder

Classified staff and hourly employees (student and non-student) are paid one week in arrears. Faculty and unclassified staff are paid to date.

Who In Payroll Can Help Me?

Joanne Gray, X-8780 – direct deposit, address changes, mail stop updates, savings bonds and all general questions.

Lynda Obee, X-8784 – SEPA's, OPERS/STRS bi-weekly forms, journal entries, summer reserve and compensatory time.

Mary Wazbinski, X-8782 – GAPA's, APA's, SPA's, extra compensation, journal entries.

Juli Bejarano, X-8786 – International tax, taxes and wages, payroll balancing and reconciling.

Debbie Davis, X-8783 – child support, garnishments, STRS/OPERS reporting and prior service credits.

Jennifer Harpel, X-8781 – Payroll Manager

The Payroll Mailbox

One change you may have noticed is that the Outlook Address book has an entry for the Payroll Department. All staff in the office has access to this account and checked on a regular basis. Therefore, if you have a question or comment and do not know whom to send it to specifically, you can utilize this mailbox and it will be routed to the proper person. It takes the guesswork out of it for you!

“Like mothers, taxes are often misunderstood, but seldom forgotten.”

-Lord Bramwell

**Our forms are available on our website but,
please remember that we must have original signatures on them.**