

Payroll Express

The OPERS rollout.....

Beginning March 7, 2005 OPERS has begun a staggered rollout of the annual OPERS Personal Statement of Benefits. These are being sent to the most current address that they have on file for you between now and April 11, 2005. If you have not received your statement by April 18, 2005 please contact a OPERS customer service representative at 800-222-7377.

Proper Time Card Procedures

- 1.) Time cards must be completed in ink.
- 2.) Time cards must have dates, in and out times and total hours worked.
- 3.) Time must be recorded to the nearest quarter hour.
- 4.) A time card must be completed for each org number a person is to be paid from – you can not have two org numbers on one time card.
- 5.) The card must be signed by a department head and the ten-digit org and sub account clearly written.
- 6.) They should be in alphabetical order by org numbers and delivered to the payroll office prior to close of day at least one week in advance of payday with the exception of Univ of Toledo holidays.
- 7.) The schedule of due dates is always available on our web site for time cards, paperwork and rejected timecard reviewing dates.

Summer Reserve Distribution Deadline

Payroll needs to have something in writing before April 15 if you intend to have your disbursement in 6 equal payments (May 27 – August 5). Failure to notify us will default in a lump sum distribution on April 29, 2005.

Payroll Changes

On January 31 Joanne Gray began a new position in the department of Marketing and Communications. Best Wishes Joanne!

On March 14 Lynne Downes began working as the clerical specialist in the Payroll Department. Welcome Lynne!

Effective March 14 our office hours changed. We are now open from 8:00 am until 5:00 pm. Feel free to stop in our office on the way to your office to take care of any business you may have.

I need to change.....

My last name, I just got married – apply for a new social security card. When your new card arrives bring it to the payroll office and we will make a copy to change your name in the HRS system for you.

My permanent or local address – simply visit our web site <http://www.payroll.utoledo.edu> and it updates the employee directory and HRS system.

My check to a direct deposit – simply visit our web site <http://www.payroll.utoledo.edu> and print the form and deliver with a voided check to our office. Anyone that is paid through the payroll system is eligible for direct deposit.

My withholding(s) – simply visit our web site <http://www.payroll.utoledo.edu> and print the form(s) for federal or state (Ohio or Michigan), complete and deliver the original to our office.

My check distribution code – simply visit our web site <http://www.payroll.utoledo.edu> and complete the change on line.