The University of Toledo Payroll Department

The mission of the Payroll Department of the University of Toledo is to support the teaching, research, and support efforts of the University of Toledo's faculty and staff.

- By providing accurate and timely compensation for services performed;

- Ensuring all deductions and taxes are correctly deducted and reported in a timely manner to the appropriate agency.

Payroll Department Contact Info

- Location: Main Campus
  University Hall 2300

- Web: *http://www.utoledo.edu/offices/controller/payroll/*

- Phone: 419.530.8780   Fax: 419.530.8787

- NRA: 419.530.8788

- Email: payroll@utoledo.edu

PAYROLL

Main Campus
University Hall
Room: 2300
Mail Stop 975
Phone: 419.530.8780
Fax: 419.530-8787
payroll@utnet.utoledo.edu

Reminder: Student employees not taking classes over the summer will have OPERS contributions withheld.

Payroll Bulletin

Deadlines for This Day

Pay Period Information

Pay Frequency

- Salaried & Faculty – paid current

- AFSCME & Health Science – 2 week lag

- CWA & Grad Students – 1 week lag

- Calendars: Pay Date Schedule & Holiday Schedules
  Payroll Notices / Schedules / API HealthCare
  http://www.utoledo.edu/offices/controller/payroll/notices_schedules.html

- Non Faculty employees paid over 26 pays

- Faculty paid over 19 pays or *Deferred pay over 26 pays*

myUT

MY TOOLKIT

Personal/Office Information
Name Change Information
SSN Change Information
Update Addresses & Phones
Update Office Address & Phone
Update Emergency Contacts
Update Marital Status
View E-mail Addresses
More Personal Info Options...

Pay Details & Leave Balances
View Pay Stubs
Earnings History
Direct Deposit Information
Leave Balances
Tax Forms
Time Sheet
More Employee Options...

Other Services
Request/Cancel Employee Meal Plan
Request Door Access for HSC Proxy Card
Request New/Replacement Rocket Card
Request/Update Parking Permit

EMAIL AND UTAD ACCOUNT

Microsoft Office
Outlook Web Access
Provided by Microsoft Exchange Server 2003

Outlook Web Access (for Faculty/Staff Exchange users)
Access your Utoledo Exchange email through this link.

My UT Account
Maintain your UTAD account information through this link.

Access your junk mail
Visit your junk mail folder to unjunk legitimate mail caught by our spam filter.

Rockets Email
Access your Rockets Email

TRAINING & CAREER DEVELOPMENT

MY BANNER

Banner INB Production Login (PROD)
Use this link to access Banner Production.

Banner Finance SSB
Use this link to access Banner Self Service.

SYSTEMS ACCESS FORMS

Banner DEVL Instance Access Request
Banner/Lawson Finance Access Request
Banner Human Resources Access Request
Banner ODS Access Request
Banner ODS Meta Data
Banner Student Access Request
Web Report Library Access Request

WORKPLACE TOOLS

Accounts Payable Information
Accounts Payable Homepage

PAYROLL

WELCOME

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Webtime Entry and Timecard Procedure/Rejected Timecards

W2 Information

Wages Overpayment & Repayment Guidelines

Frequently Asked Questions

EPAF - ELECTRONIC PERSONNEL ACTION FORM

EPAF Instructions

WEBTIME ENTRY AND TIMECARD PROCEDURE

Webtime Entry:

Employees – Instructions for entering hours worked – Webtime Entry

Supervisors – Instructions for approving employee hours worked Webtime Entry

Supervisors – Instructions for setting up a proxy

Rejected Timecard Correction Procedure--*New Procedure Effective 7/27/2015*

We have a new procedure in place and we will no longer be posting a rejected timecard list. Instead, we will be notifying the supervisors individually via email to address issues with timecards that cannot be processed as submitted.

If there are any issues or concerns with the completion and approval of timecards, please feel free to contact the Payroll Department at 419-530-8780.

Time Cards:

The Payroll Department has updated the timecard procedure to improve efficiency and quality of processing.

Employee Navigator

Employee 1 of 89
Employee.

Name:
Pay Period:
01/24/2016 - 02/06/2016

Search
Back to Search Results

My Time Card
Open Schedule

Transaction Grid Items

☑ Calendars ☑ Clockings
☑ Adjustments ☑ Retro Calculator Adjustments

☑ Pay Period Only
☑ Show Requests

Employee Actions

Add Calendar | Add Clocking
Add Message | Calc Me Now
Lock | Unlock
Add Adjustment
Add Attendance
Add Pay Period Note
Approve Time Card
Class Schedule
Courtesy Lock
Courtesy Unlock

			Date	Time	Pay Code	Special Cod...	Hours/...	FAC	Department	Unit	Job Class	Position
◆	📅 +	[	Mo 01/25/2016	11:00	SCHED		12.00	HOSPITAL	516780		B1_B1184	HOSPITAL.516780....
	IN +	b	Mo 01/25/2016	11:02		~		HOSPITAL	516780		B1_B1184	HOSPITAL.516780....
	OUT +	b	Mo 01/25/2016	23:23		~		HOSPITAL	516780		B1_B1184	HOSPITAL.516780....
	IN +	b	Tu 01/26/2016	14:59		~		HOSPITAL	516780		B1_B1184	HOSPITAL.516780....
	📅 +	[	Tu 01/26/2016	15:00	SCHED		8.00	HOSPITAL	516780		B1_B1184	HOSPITAL.516780....
	OUT +	b	Tu 01/26/2016	23:08		~		HOSPITAL	516780		B1_B1184	HOSPITAL.516780....
	📅 +	[	Tu 01/26/2016	23:08	Vacation		0.25	HOSPITAL	516780		B1_B1184	HOSPITAL.516780....
	📅 +	[	Fr 01/29/2016	15:00	SCHED		8.00	HOSPITAL	516780		B1_B1184	HOSPITAL.516780....
	IN +	b	Fr 01/29/2016	15:00		~		HOSPITAL	516780		B1_B1184	HOSPITAL.516780....
	OUT +	b	Fr 01/29/2016	23:26		~		HOSPITAL	516780		B1_B1184	HOSPITAL.516780....
	IN +	b	Sa 01/30/2016	10:55		~		HOSPITAL	516780		B1_B1184	HOSPITAL.516780....
	📅 +	[	Sa 01/30/2016	11:00	SCHED		12.00	HOSPITAL	516780		B1_B1184	HOSPITAL.516780....
	OUT +	b	Sa 01/30/2016	23:24		~		HOSPITAL	516780		B1_B1184	HOSPITAL.516780....
	IN +	b	Su 01/31/2016	14:56		~		HOSPITAL	516780		B1_B1184	HOSPITAL.516780....
	📅 +	[	Su 01/31/2016	15:00	SCHED		8.00	HOSPITAL	516780		B1_B1184	HOSPITAL.516780....

The Pay Period is currently approved. Modifying transactions may cause approval to be

Exceptions
Exceptions do not exist for this pay period.

Labor Distributions
Benefit Balances
Supervisors
Requests
Notes
Employee General Information
Employee Authorization Information

Pay Distributions (Daily Hours) AH: 80.00 Total: 80.00

Department 516780 Job Class B1_B1184

| 01/24 - 01/30 | 01/31 - 02/06 |

	24 Su	25 Mo	26 Tu	27 We	28 Th	29 Fr	30 Sa	Totals
REG$^\Sigma$		12.00	7.75			8.00	12.00	39.75
Vacation$^\Sigma$			0.25					0.25
WK Diff						0.50	12.00	12.50
Total Worked		12.00	8.00			8.00	12.00	40.00

API HealthCare

Link for off campus connection to API System:

https://eschedule.utoledo.edu/APIHealthcare/Login.aspx

http://www.utoledo.edu/offices/controller/payroll/pdfs/52512%20Entering%20Leave%20Time.pdf - Windows Internet Explorer

http://www.utoledo.edu/offices/controller/payroll/pdfs/52512%20Entering%20Leave%20Time.pdf

Bing

File   Edit   Go To   Favorites   Help

Favorites | Radio Home CBC.ca Radio | Banner HR | Basic Guidelines for Taxati... | Publication 519 (2013), U.... | Claiming Tax Treaty Benef...

myUT   http://www.utoledo.ed... ×   Page ▾ Safety ▾ Tools ▾ ?▾

Entering Leave Time on Employee Self Service Portal

Reporting Leave through Self Service is currently to be used by Full Time and 9 month Faculty and Main Campus PSA non-hourly employees to report Vacation, Vacation Holding (for those who that applies), and Basic Sick only. Any other employee and/or other type of leave still use the 3 part Absence Report Form.

Step One: Log into myUT with utad credentials

myUT
Daily news for The University of Toledo community

Username: awalker18   Password: •••••••••   LOGIN

Login Help | myUT Help | Account Maintenance | Parent/Guest Payment | UT Home

Step Two: On the employee tab select *More Employee Options*

My Account
Content Layout

Welcome Alyson Walker
You are currently logged in.

Student | Student Resources | **Employee** | UT Community | Library

My Toolkit   □⊡⊠   **Email and UTAD Ac**

Personal Information   Microsoft Office
Name Change Information   **Outlook**

Payment Type

- **Direct Deposit:**
  - Set up via myUT employee tab
  - Required by UT Policy
  - **2 Factor Authentication**
  - If you were a previous employee, make sure what is set up is still correct

Employee | **UT Community** | **Library**

My Toolkit

Personal/Office Information
Name Change Information
SSN Change Information
Update Addresses & Phones
Update Office Address & Phone
Update Emergency Contacts
Update Marital Status
View E-mail Addresses
More Personal Info Options...

Pay Details & Leave Balances
View Pay Stubs
Earnings History
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Tax Forms
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Benefits Information
2015 Open Enrollment
Benefit Enrollment - New Hire/Newly Eligible
Benefit Enrollment - Qualifying Events
Benefits Webpage
Benefit Summary
Rocket Wellness
Tuition Waiver

https://selfservice.utoledo.edu/prod/web_direct_deposit_emp.LIST_DIRECT_DEPOSIT

Bing

Favorites   Radio Home CBC.ca Radio   Banner HR   Basic Guidelines for Taxati...   Publication 519 (2013), U....   Claiming Tax Treaty Benef...

Direct Deposit Allocation

Page ▼   Safety ▼   Tools ▼

| Personal Information | Employee | Finance |

Search [   ] [Go]

Module Navigation Links

SITE MAP   HELP

Direct Deposit Allocation

Help us protect your banking information

For the protection of your banking information from unauthorized changes, a two factor authentication is required.You will need to provide a telephone number where you can receive an authorization code via text or voice message. This authorization code will be required to access your data. Click on **two factor authentication** to proceed.

Two factor authentication FAQ

The University of Toledo

Rockets Authentication

Send Authorization Code

If you click "Text Message" your authorizatio
you ending in **40**. If you prefer a voice call o
the phone number if necessary.

[Text Message] [Voice Call]

Standard text messaging rates may apply.

I hereby authorize The University of Toledo to initiate electronic funds transfers to my acco

○ **Savings** account at the bank indicated below
● **Checking** account at the bank indicated below

Routing No: 12345789   [   ] [FIFTH THIRD BANK   ]
Account Number: 12345789   [   ]
Amount or Percent $150.00   Amount / Percent ▼

[Continue]   **Remaining Amount must be 100% if split between 1 or more accounts.**

Deductions

- W4 Federal Tax

- IT-4 OH & MI State tax & SD

- Medicare / HWE

- Voluntary Local Tax Withholdings

- Retirement Systems

- Non Resident Alien
  - Tax Treaty benefits

Employee | UT Community | Library

My Toolkit

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Update Marital Status
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Federal taxes are initially set up as Single. For update, from MyUT employee tab, select Tax Forms, then Federal Income Tax Withholdings.

W4 Tax Exemptions or Allowances

Federal Withholding Tax
As of Date:
Name:
Address:

Last Name differs from SSN card:
Deduction Status:
Start Date: Apr 03, 2012
End Date:
Filing Status: Single
Number of Allowances:
Additional Withholding:
   Note: Additional amount, if any, you want withheld from each paycheck.

Print

History | Update | Contributions or Deductions

[W2 Year End Earnings Statement]

RELEASE: 8.16.1

Instructions can be found in Frequently Asked Questions section of Payroll webpage

http://www.utoledo.edu/offices/controller/payroll/forms.html

File   Edit   View   Favorites   Tools   Help

Favorites | Radio Home CBC.ca Radio Banner HR Basic Guidelines for Taxati... Publication 519 (2013), U... Claiming Tax Treaty Benef... http--www.tax.ohio.gov-...

myUT | The University of Toled... X

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EPAF - ELECTRONIC PERSONNEL ACTION FORM

EPAF Instructions

CONTACT US

Scott Park Campus
Learning Resources Center, 2nd Floor
Mail Stop 459
Phone: 419.530.8780
Fax: 419.530-8787
payroll@utnet.utoledo.edu

Please be aware that the forms listed below require an original signature

Federal Tax Exemption Form
- 2013 Form W4

State Tax Exemption Forms

- Ohio Department of Taxation - Employee's Withholding Exemption Certificate

- State of Michigan,Department of Treasury-Employee's Michigan Withholding Exemption Certificate

- Ohio School Districts

Miscellaneous Employment Forms

- 9 Month Faculty Pay Option Selection Form

- Cell Phone Stipend

- Voluntary Local Tax Withholdings Election Form

- Personal Information Form (PIF)

- Non - Resident Alien Information Form

- Form I-9 - Employment Eligibility Verification

- Statement Concerning Your Employment in a Job Not Covered by Social Security (SSA-1945)

- Windfall Elimination Provision

Local intranet | Pr

- If address change prompts change in local tax withholdings or school district tax, please contact payroll department

Retirement

	EE	ER
• OPERS	10%	14%
• STRS	14%	14%
• LEO	13%	18.1%

- No SS – State Retirement Plan instead
- **Student Exemptions – 30 days to apply!!**
- ARP (120 days to apply)

Non Resident Alien

- ## To exercise tax treaty benefits:

**1. Submit on payroll web page, NRA tab**

NRA

Foreign Nationals may be exempt from Medicare withholding and/or Federal taxes. This is based on your Visa type, your country, your position, and your time in the United States. Submit the information in the form below to find out if you qualify for these tax exemptions.

Non-Resident Alien Form

To see if there are any tax treaties available for your country, please fill out the below information. The payroll department will then forward you the appropriate form/link to fill out further information necessary to determine any tax treaties/exemptions for which you might qualify.

Name	
Rocket Number	
Visa Type	
Country	
E-mail	ex: myname@example.com

[Submit Form]

2. Payroll will send you USER ID and password to fill out data request
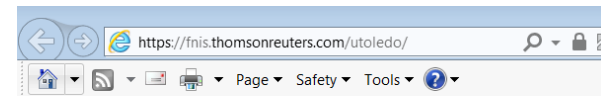
Foreign National Information System

THE UNIVERSITY OF
TOLEDO
1872

Login

User ID

Password

[Login]

3. Payroll will analyze the data, inform you of any tax treaties you are eligible for, and send you any necessary tax forms to sign.

What to do?

No Pay

- Contact the Payroll Department immediately!

Overpaid

Questions?