

University Payroll

Reviewing your Pay Advice

A statement of what you are being paid, including what taxes are being deducted is available for viewing on line via Employee Self Service three (3) days before payday. You will see "View Paycheck" under Payroll and Compensation. The most current paycheck will display.

To view a different paycheck, click on "View Different Paycheck" in the upper right hand side of the statement. A list of every paycheck that you have received will display.

The Pay period begin and end date, as well as the check date is also in the upper right hand side of the statement. The check date is the date the funds will be deposited into your bank account.

Pay Schedule

All Student employees are paid bi-weekly (every other week), usually on a Friday unless Friday is a holiday.

Employees paid on the bi-weekly pay day are paid two weeks in arrears.

A list of payday and the pay periods they cover is available on the payroll website.

www.ncsu.edu/hr/payroll/students.asp

515-4350

W-2 Year End Tax Statement

In January of each year, the University will provide you with a W-2 Tax and Earnings Statement for the wages you received in the prior calendar year. There are two ways you can receive this statement.

You can review and print the W-2 in Employee Self Service or we can print you a copy. If you prefer to print your own copy please let us know by "consenting" to not receive a paper copy from us.

Under Payroll and Compensation you will see W-2/W-2c Consent. Just check the box and follow the instructions for confirming your consent.

Additional Information

Be sure to check out the "Student Employee" page on the Payroll Website for more important information.

www.ncsu.edu/hr/payroll/students.asp

NC State Payroll Department

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Raleigh, NC 27695
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hr_payroll@ncsu.edu



University Payroll

For Student Employees



Got Paycheck?

So you got a job on campus. Maybe as an RA or a TA, a work study or an hourly temporary employee. Or maybe you are going to be receiving a fellowship.

If you are going to be receiving a paycheck from the University, there are some things you are going to need to do to make sure that happens. And you need to do them quickly.



Questions? Email us
hr_payroll@ncsu.edu
Or call us
Phone: 919-515-4350

Employee Self Service

"Employee Self Service" will appear on your MyPack Portal home page, right above "Student Self Service", a few days **after** your first day of employment. With Employee Self Service you will be able to view your pay statement, enter direct deposit and tax information, print your year end W-2 and more.

Direct Deposit

All employees, including student employees, are required to enroll in the University Direct Deposit program as a condition of employment.

To enroll, log into "MyPack Portal" and click on "Employee Self Service" in the upper left hand corner. Then click on "Direct Deposit Enroll/Update" under "Payroll and Compensation".

Entering your bank account information

IMPORTANT: The number on your ATM or Debit card is NOT your bank account number

You will need to enter your bank's routing number (this is the number that tells us what bank you use) and your account number. Both of these numbers can be found on the bottom of the checks in your checkbook.

If you do not have a checkbook, you will need to contact your bank to get this information.

Entering your bank account information (con't)

After entering your account number:

For **account type**, use the drop down menu and select either "Checking" or "Savings".

The **deposit type** is "Balance" for everyone.

Click "**Save**" and you are done.

You will receive an email confirming that the information was received.

Direct Deposit data must be entered five (5) days prior to payday.

If your direct deposit information is not entered in time for the next payroll process or if it is entered incorrectly a paper check will be issued. You will need to pick up that paper check in the University Payroll office.

Checks can be picked up between 8am and 5pm on payday or any day (Monday – Friday) thereafter.

Federal Work-Study Participants Only

Work-Study students are not required to enroll in the University's Direct Deposit program, but are encouraged to receive their pay by direct deposit.

If you are employed under the Federal Work Study program and you choose to receive a check you will need to pick it up in the University Payroll office each payday.

Tax Withholding

Attention: Foreign Nationals can NOT change their tax withholding on line. They must email the Foreign National Tax Specialist for a tax assessment. foreignnational@ncsu.edu

The tax withholding for all new employees, including student employees, is set to marital status = Single and number of personal allowances = 0 upon hire.

If you want to claim Single, 0 you do not need to do anything.

However, if at any time you wish to change your tax withholding you can do so in "Employee Self Service".

"W-4/NC-4 Tax Application is listed under Payroll and Compensation. Once you open the tax application page you will see two columns, one for Federal and one for State Withholding. You can view your current withholding and submit a new Withholding Allowance Certificate if you wish. If you are unsure as to what you should claim, you can review the instructions or discuss the matter with your parents or a tax advisor.

Students receiving a fellowship should review the tax withholding and reporting requirements for fellowships/scholarships.

www.ncsu.edu/hr/payroll/students.asp