2017 Fall Payroll Processing Reminders

- We encourage you to visit the Department Administrator area of our website at http://payroll.pitt.edu/department-administrator. It provides helpful information to assist you in performing everyday functions.

- To help us ensure that all employees are paid accurately and on time, please verify that your turn-around ERs are correct. Certain changes (new appointments, salary changes, etc.) that are future dated do not generate an ER until the effective date.

- When submitting ERs, please remove the perforated edges and carbon copies prior to sending them to Payroll to assist us with timely scanning of ERs to employee files.

- Completion of the online I-9 is required for everyone entered into the payroll system. For instructions on the two-step process, please visit www.hr.pitt.edu and choose Forms from the top bar menu.

- Staff, All Temps, and Student Employees will complete the I-9 and payroll paperwork (direct deposit, residency certification form, and W-4) through the online onboarding system.

- Direct deposit is required for all new hires. Staff, Students, and All Temps complete the direct deposit form through online onboarding. The enrollment form for new faculty and academic appointments can be found on our website at www.payroll.pitt.edu/forms.

- Staff and All-Temps employees will be able to obtain ID cards after orientation.

- ID cards for other employee types will be available within two days after an individual is entered into the payroll system. To find out the employee’s status, simply access “Find People” from the main page of Pitt’s website: http://find.pitt.edu. If the person’s University Relationship indicates an employment category, they have been entered into the payroll system.
  - If the person is not on “Find People”:
    - Ensure that documents have completed the signature hierarchy in your specific area.
    - Always allow extra time for entry in August, September, and October.

- All active employees should submit direct deposit, address, and W-4 changes through the online Self Service option in PRISM.

- Due to IRS regulations, pay year type changes from 8/8 to 8/12 must be made by the September payroll deadline. Individuals whose two-term salary exceeds $108,000 ($18,000 total deferral limit) may not receive pay as an 8/12.

- Please review that contract details are entered accurately. For example, for a 4/4 pay year type, contract dates must be September 2017 through December 2017; for an 8/8 pay year type, contract dates must be September 2017 through April 2018. If the dates are not correct, the salary will not pay.

- Certificate changes that affect taxation cannot be retroactive. They will be effective in the current month.

Please contact your Payroll Representative with any questions.
We will be happy to assist you.

An updated Payroll Representative listing is always available at http://payroll.pitt.edu/administrator-contact-lists/.