



## PAYROLL OFFICE

*The Payroll Office would like to extend a warm welcome to you as you join our community. We hope that you find your time here very rewarding and wish you to have a job experience that meets or exceeds your goals and expectations.*

*Please feel free to contact us with your employment-related questions so that we can make your transition to Messiah University as seamless as possible.*

### **Payroll Office**

Campus Mail: Suite 3015      Phone: ext. 2902      FAX: 888-295-9989  
E-mail: Payroll@messiah.edu  
Website: [www.messiah.edu/payroll](http://www.messiah.edu/payroll)

### **Student Employment Office**

Campus Mail: Suite 3015      Phone: ext. 2900      FAX: 888-295-9989  
E-mail: StudentEmployment@messiah.edu  
Website: [www.messiah.edu/studentemployment](http://www.messiah.edu/studentemployment)

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## **Payroll and Employment Forms**

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These and other important documents are provided to you within the Onboarding and Records system. Please complete the forms promptly to allow sufficient time to review and setup your records prior to processing your first pay.

### **Required Forms:**

- ✓ W-4 Employee Withholding Allowance Certificate
  - federal income tax
  - define your marital status and no. of allowances
- ✓ Residency Certification Form
  - local income tax
  - home address, municipality and school district
- ✓ Direct Deposit Authorization
  - define your bank(s) and account number(s)

### **Optional Forms:**

- ✓ Local Services Tax Exemption (LST)
  - use if you are exempt from paying the tax

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## **Getting Paid**

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### **Reporting Time Worked**

Student employees are paid every two weeks and must report hours worked. The Payroll Office will create an online time sheet through Self-Service. Your hours are recorded on the online time sheet (or time clock, when applicable). At the end of the pay period, (after all hours are entered), submit your time sheet to your supervisor for approval. Once approved, the Payroll Office will process according to the payroll schedule.

### **Late Timesheets**

Online timesheets will be "Locked" after the deadline. To get paid use the following link to get a late (paper) timesheet. <https://www.messiah.edu/info/20336/forms/3793/>

### **Getting Paid**

Your earnings will be paid directly to you and will not be applied to your student account. You will receive your pay either by direct deposit to your bank account or by a check mailed to your campus mailbox.

### **Pay Schedule**

Student employees are paid every other Friday throughout the academic year and the summer. Whenever the payday falls on a day when the banks are closed (bank and federal holiday), you will be paid the previous business day. A full, detailed pay schedule can be found on the student employment website.

### **Pay Stubs**

You will not receive a paper copy of your pay stub. Instead, you can view or print your stub from Self-Service.

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## **Privacy of Personal Information**

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In Self-Service, you will be able to specify which personal information can be displayed in the employee directory. You may specify privacy for your address, phone number, picture and birthday. Once in Self-Service, follow these steps:

- Select "Personal Information"
- Select "Directory Profile (Employee)"
- Check box for visible, uncheck to keep private
- Select "Submit Changes"

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## Online Services and Assistance

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For your convenience, various employment-related services are provided through the intranet and internet.

**FalconLink**     [FalconLink.messiah.edu](http://FalconLink.messiah.edu)

Select the "*Self-Service Main Menu*" card. There you will find the main links to both your payroll and personal information. When you have time, be sure to browse around and see what is available. You should be able to easily find your:

- Address(es)
- Phone number(s)
- Emergency Contact(s)
- Tax withholdings setup
- Direct deposit account
- Paystubs & W-2s

**Student Employment Website**     [www.messiah.edu/studentemployment](http://www.messiah.edu/studentemployment)

On the student employment website, you can find:

- Student Employment Handbook
- Policy information
- New Employee Checklist
- Pay schedule
- Tax forms
- Frequently Asked Questions

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## Emergency Text Alerts

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You may register your cell phone to receive text message alerts for crisis level emergencies from the University. While the Payroll Office will not use this system to communicate to you, we encourage you to register for this useful service. Register your cell phone with the "*Text Alert System*" card in FalconLink.

Instructions can be found on Operations Division website: [www.messiah.edu/operations](http://www.messiah.edu/operations)

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## Questions?

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Wondering where to go for help? Here is a quick list of common types of questions you may have. We also publish an annual newsletter and important announcements will be sent via a mass email message.

### Student Employment Office can help with...

- ▶ Ext. 2900 — in Old Main 114     Email: [StudentEmployment@messiah.edu](mailto:StudentEmployment@messiah.edu)
- Employment policies/training
  - Job change and other job questions
  - I-9 Form questions

### Payroll Office can help with...

- ▶ Ext. 2902 — in Old Main 114     Email: [Payroll@messiah.edu](mailto:Payroll@messiah.edu)
- Tax withholdings changes (but not tax advice)
  - Direct deposit change
  - Timesheet questions
  - Pay questions
  - Name, address or phone number changes

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## External Websites

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Federal Tax Website     [www.irs.gov](http://www.irs.gov)  
PA Tax Website     [www.revenue.pa.gov](http://www.revenue.pa.gov)  
Cumberland County Tax Bureau [www.cumberlandtax.org](http://www.cumberlandtax.org)  
Social Security Admin     [www.ssa.gov](http://www.ssa.gov)  
Paycheck Calculators     [www.paycheckcity.com](http://www.paycheckcity.com)