
Payroll / Employment Forms

These and other important documents will be provided to you by either the Provost's Office (faculty) or the Human Resources Office (non-faculty). The forms can also be found on our website. Please return the forms to the Payroll Office quickly, 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 Information Form
 - local income tax
 - define your home address
- ✓ Direct Deposit Authorization Form
 - define your bank(s) and account number(s)
- ✓ Vacation and Sick Leave Policy Disclaimer
 - required only if you qualify for this benefit
- ✓ I-9 Employment Eligibility Verification
 - complete in person in the Human Resources Office
 - you must present the approved form(s) of identification in person. Forms of identification are included in your employment packet.

Optional Forms:

- ✓ Local Services Tax Exemption (LST)
 - use if you are exempt from paying the tax
 - submit a copy to the Payroll Office
 - submit a copy to the West Shore Tax Bureau

Additional Forms

Employee Personal Information Change Form:

Use this form to add or change your...

- Name
- Nickname
- Address
- Telephone number(s)
- Emergency contact(s)

Health, Retirement, and Other Benefit Forms:

Contact the Benefits Office for questions on these forms. Many forms can be found on the Human Resources' website.

Getting Paid

With the tax forms complete, it is now time to get paid. Please observe payroll submission deadlines which will be printed on the forms required to report your time.

Reporting Time Worked

Staff & Temporary Employees: are paid every two weeks and must report the hours they work. If you are a staff employee, the Payroll Office will provide you or your supervisor with a time sheet through email. Your hours are recorded on the time sheet, signed by you and your supervisor and then mailed or delivered to the Payroll Office for processing. Some departments also punch timecards. If your time sheet is received after the submission deadline, you may not be paid until the following pay period.

Administrative Employees: are paid twice per month. If you are an administrative employee, you will not need to report the hours that you work, but you will need to report the hours that you take off for personal, sick, vacation and funeral time. You report your time off using the monthly report form sent to you each month by the Payroll Office in email. Simply record your time off, sign the form and mail or deliver it to the Payroll Office.

Faculty or Adjunct Faculty: are paid twice per month. If you are a faculty or adjunct faculty member, you do not need to report the hours that you do or do not work.

Pay Schedule

In general, staff employees are paid every other Thursday while administrative and faculty employees are paid on the 15th and 30th of each month. Whenever the pay day falls on a day when the banks are closed, such as a bank holiday or weekend, you will be paid the previous business day. A detailed pay schedule can be found on the payroll website.

Pay Stubs

If you have an email (or network) account, you will not receive a paper copy of your pay stub. Payroll will only mail pay stubs to temporary employees. If you have a network account, you can view or print your stub from the online self service section of the MC Square college website.

Online Self-Service

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

MC Square mcsquare.messiah.edu

Look for the "Self Service Main Menu" link in the upper left corner of the *Home* tab. 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(s)
- Pay stubs
- Job summary
- Leave Balances
- Elected benefit options
- Annual W-2 statements

You can even update some of your own records:

- Sign up for emergency text alerts
- Declare your emergency contact(s)
- Define which personal information appears in public directories and the birthday channel

Payroll Website www.messiah.edu/offices/business/payroll

On the payroll website, you can find:

- Tax forms
- Policy information
- Pay schedule
- Frequently Asked Questions
- Newsletters
- Link to the Human Resources Office for more employee and benefit information

Human Resources Website www.messiah.edu/offices/hr

On the Human Resources website, you can find:

- Employee Policy and Procedure Manual
- Holiday schedule
- Benefit information
- Employee forms

Privacy of Personal Information

In the online self service menu of MC Square 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 the box for the items which you want to be visible and uncheck the items to keep private
- Select "Submit Changes"

Note: Changing your birthday preference in MC Square will only affect the birthday channel in MC Square. Contact the Human Resources Office to change your birthday preference for the *Intercom*, the weekly employee newsletter.

Emergency Closing Procedure

Detailed information on emergency closures, including closures for inclement weather, is available in the Employee Policy and Procedure Manual found on the Human Resources website. Some items highlighted in the manual include:

- Emergency Information Line = 691-6084
- Announcement Methods (Section 4.04.01)
- Use of Personal Time (Section 3.17)
- Essential Employees (Section 4.04)
- Reporting Time to Payroll (Section 4.04)

Staff and temporary employees can find additional instructions for reporting closed and holiday time to payroll via a link on the Payroll website F.A.Q. page at:

www.messiah.edu/offices/business/payroll/faq.html

Emergency Text Alerts

You may also register your cell phone to receive text message alerts for crisis level emergencies. Read more about it here:

www.messiah.edu/emergency/text_alert.html

Questions?

Wondering where to go for help? Here is a quick list of common types of questions you may have. This is not an exhaustive list, but should help you get better understand how we are organized here at Messiah College. The Payroll Office will also publish a newsletter periodically. Special announcements will be sent via the *Intercom* weekly newsletter or a mass email message.

Payroll Office can help with...

► Ext. 2900, 2901, 2902 — in Old Main 119
Email: Payroll@messiah.edu

- Tax withholdings changes (but not tax advice)
- Name change
- Address change
- Phone number change
- Direct deposit change
- Reporting time worked or taken off
- Vacation, sick, personal, funeral time rules

Benefits Office can help with...

► Ext. 7085 — in Old Main 204
Email: SDeitch@messiah.edu

- Insurance changes
- Retirement contribution changes
- Family & Medical Leave (FMLA)
- Other types of leave

Human Resources Office can help with...

► Ext. 5300 — in Old Main 203
Email: HumanRes@messiah.edu

- Job openings & position descriptions
- Employment information and questions
- Emergency contact changes

External Websites

Federal Tax Website www.irs.gov
Pennsylvania Tax Website www.revenue.state.pa.us
West Shore Tax Bureau www.westab.org
Social Security Administration www.ssa.gov
Paycheck Calculators
www.payroll-taxes.com/calculators-apa.htm



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 payroll-related questions so that we can make your transition to Messiah College as seamless as possible.

Campus Mail: PO Box 3011
E-mail: Payroll@messiah.edu

Student Employees: ext. 2900
Admin Employees: ext. 2901
Faculty Employees: ext. 2901
Staff Employees: ext. 2902
Temporary Employees: ext. 2902

Additional information and a copy of this brochure can be found on the payroll website or in the employee manual.

www.messiah.edu/offices/business/payroll
www.messiah.edu/offices/hr/manual

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