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 University as seamless as possible.

Admin Employees: ext. 2901 Campus Mail: Suite 3015
Faculty Employees: ext. 2901 E-mail: Payroll@messiah.edu
Staff Employees: ext. 2902 FAX: 888-295-9989
Student Employees: ext. 2902 Payroll website: www.messiah.edu/payroll
Temporary Employees: ext. 2902 FAX: 888-295-9989

Payroll Forms

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’s 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)
- Leave Policy Disclaimer
  - required only if you qualify for vacation pay
- Local Services Tax Exemption (LST)
  - use if you are exempt from paying the tax

Additional Forms

Many forms can be found on the Office of Human Resources & Compliance’s website.

Employee Personal Information Change Form:
Use this form to add or change your...
- Name
- Address
- Telephone number(s)
- Emergency contact(s)

Health, Retirement, and Other Benefit Forms:
Contact the Benefits Office for questions on these forms.

Getting Paid

With the tax forms complete, it is now time to get paid. Please observe payroll submission deadlines which will be shown on the top of the online form.

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 create an online time sheet accessed through Self-Service. Your hours are recorded on the time sheet (or time clock, when applicable), submitted by you and approved by your supervisor. Pay may be delayed if your time sheet is received after the submission deadline.

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. Monthly, you will report your time off by using the “Administrative Leave Reporting” application in FalconLink/ Administrative Leave Reporting. The Payroll Office will send you a reminder each month.

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

Staff employees are paid every other Thursday while administrative and faculty employees are paid on the 15th and 30th of each month. Whenever the payday falls on a bank holiday or weekend, you will be paid the previous business day. A detailed pay schedule can be found on FalconLink/Pay Schedules.

Pay Stubs

If you have an email (or network) account, you will not receive a paper copy of your pay stub. Payroll will mail pay stubs only to employees without an email account. If you have a network account, you can view or print your stub from FalconLink/Self-Service/Employee.
Online Services and Assistance

For your convenience, various payroll-related services are on the intranet and internet.

FalconLink   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)
- Pay stubs
- Job summary
- Leave Balances
- Tax withholdings setup
- Elect benefit options
- Annual W-2 forms

Payroll Website   www.messiah.edu/payroll
On this website, you can find:

- Tax forms
- Frequently Asked Questions
- A link to the Office of Human Resources & Compliance for more employee and benefit information

Office of Human Resources & Compliance Website   www.messiah.edu/hrc
On this website, you can find:

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

Privacy of Personal Information

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"   
- Check uncheck box for privacy
- Select "Directory Profile (Employee)"
- Select "Submit Changes"

Emergency Closing Policy

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

- Emergency Information Line = 691-6084
- Essential Employees   https://messiah-employee.policystat.com/policy/6183782/latest

Payroll Office can help with...

- Ext. 2900 or 2901 or 2902 — in Old Main 114   Email: Payroll@messiah.edu
  - Tax withholdings changes
  - Address change
  - Direct deposit change
  - Vacation, sick, personal, funeral time rules

Benefits Office can help with...

- Ext. 7085 — in Old Main 204   Email: SDeitch@messiah.edu
  - Insurance changes
  - Family & Medical Leave (FMLA)
  - Other types of leave

Office of Human Resources & Compliance can help with...

- Ext. 5300 — in Old Main 203   Email: HumanRes@messiah.edu
  - Job openings & position descriptions
  - Employment information and questions
  - Emergency contact changes

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 University. The Payroll Office will also publish an annual newsletter. Special announcements will be sent via the Intercom weekly newsletter or a mass email message.

Payroll Office can help with...

- Ext. 2900 or 2901 or 2902 — in Old Main 114   Email: Payroll@messiah.edu
  - Tax withholdings changes
  - Address change
  - Direct deposit change
  - Reporting time worked or taken off

Benefits Office can help with...

- Ext. 7085 — in Old Main 204   Email: SDeitch@messiah.edu
  - Insurance changes
  - Family & Medical Leave (FMLA)
  - Other types of leave

Office of Human Resources & Compliance 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

PA Tax Website   www.revenue.pa.gov
Cumberland County Tax Bureau   www.cumberlandtax.org
Social Security Admin   www.ssa.gov
Paycheck Calculators   www.paycheckcity.com