



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 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

Revised 7/22/2020

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
Residency Certification Form
Direct Deposit Authorization
Leave Policy Disclaimer
Local Services Tax Exemption (LST)

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.

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.

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.

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.

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)
- Pay stubs
- Tax withholdings setup
- Phone number(s)
- Job summary
- Elect benefit options
- Emergency contact(s)
- Leave Balances
- Annual W-2 forms

Payroll Website www.messiah.edu/payroll

On this website, you can find:

- Tax forms
- Policy information
- Pay schedule
- Frequently Asked Questions
- Newsletters
- 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
- Holiday schedule
- Benefit information
- 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"
- Select "Directory Profile (Employee)"
- Check uncheck box for privacy
- 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
- Emergency Closure Policy <https://messiah-employee.policystat.com/policy/6183782/latest>
- Leave Usage (Vacation, Sick, Personal)
 - <https://messiah-employee.policystat.com/policy/6183689/latest>
 - <https://messiah-employee.policystat.com/policy/6183671/latest>
 - <https://messiah-employee.policystat.com/policy/6183684/latest>
- Essential Employees <https://messiah-employee.policystat.com/policy/6183782/latest>
- Payroll Time and Leave Reporting Policy <https://messiah-employee.policystat.com/policy/6183631/latest>

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.

Emergency Text Alerts

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 the Operations Division website: www.messiah.edu/operations

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
 - 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

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

- Federal Tax Website www.irs.gov
- 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