

Welcome to the Payroll link of the Accounting Department website. The Payroll Department desires to better educate the Oakwood family on some of the common occurrences relating to the payroll procedures and some of the standing policies that govern the Payroll department. We hope that you find this site helpful and beneficial to better understand what we in Payroll do to better serve your payroll needs.

The Payroll Department complies with the express rules and regulations of the IRS (Internal Revenue Service), AICPA (American Institute of Certified Public Accountants) and DOL (Department of Labor) as well as GAAP (Generally Accepted Accounting Principles).

Please review the site thoroughly and understand that we are trying to provide the most common and general information that has been requested by you, the employee. If the information provided on this site cannot answer your payroll questions please contact Cheryl Sullivan, a registered member of the American Payroll Association, at (256) 726 – 7026 or e-mail your inquiries to csullivan@oakwood.edu.

The responsibility of the Payroll Department is to provide correct, prompt service pertaining to your pay. Topics available for your review on this website have been narrowed to the commonly asked questions received by the Payroll department.

10 most frequently asked questions:

***When do we get W-2 forms?**

W-2 forms are required by law to be mailed. And that is to be done no later than January 31st of the following year for prior year wages.

(Example – 2004 wage year, mailed by January 31, 2005)

***When do we get paid?**

Attached to this site is an area that has the complete yearly payroll dates as well as the deadlines for data pertaining to that pay date.

***What does this deduction code mean?**

A deduction code legend has been provided for your convenience on this site providing a description for each code that appears on your check stub.

***Can I be exempt from having taxes taken out of my check?**

Requesting to be “exempt” from taxes does not remove the liability or your responsibility of paying the taxes you owe on the money you earned. There are actual requirements set by the IRS that qualifies an individual for eligibility to claim being “exempt.” Please refer to the W-4 form (found under “Forms” on this site) regarding “exempt” status.

***Where do I get tax forms?**

“Forms” is a link available to you through this site, providing you the more commonly requested

forms pertaining to Payroll.

***Can I get a copy of my check stub(s)?**

It is not a practice of Oakwood University to maintain copies of your check stubs. We do maintain record history, but we do not have that luxury. It would be advantageous to maintain your check stubs as part of your own financial records.

***How much vacation/sick time do I have remaining?**

This information is in the lower, right hand portion of your check stub. If there is any question about the information in that area, please contact Human Resources for help.

***How can I get a copy of my current or past W-2 form?**

Year-end tax information is maintained in the Accounting department for the purpose of Oakwood University record keeping. Copies can be produced, but this information should be retained as part of your personal financial records.

***I misplaced my check, can I get another to replace it?**

A lost check has to have a "Stop Payment" order placed on it. That procedure costs Oakwood University a \$25 processing fee. This \$25 fee is then passed onto you if a check is misplaced. This action can never occur with Direct Deposit.

***Is Direct Deposit mandatory for all employees/students?**

Direct Deposit is recommended for all individuals receiving a paycheck for the services they provide Oakwood University. The benefits of Direct Deposit" allow you never to be concerned about lost checks, allows you to enjoy your lunch break on payday instead of standing in line, it affords you the luxury of having your money in your account on pay day before you wake up. Even if you do not have a bank account you can have a bit account created for you having the same benefits of a checking account in the form of a debit card. This allows you to also extract funds from your account as desired. "Direct Deposit" is also a more cost efficient method of pay allowing you to assist the University in reducing the growing costs of pre-printed documents.

Please review all payroll information on all documents received. The address shown on your payroll document is the address your W-2 information will be mailed. If you have a dorm addressor P.O. Box as your mailing address, then it is probable that you will not receive your tax documents at your home.