Welcome to Fayetteville State University

As a new employee we're sure you have some questions concerning when and how you are going to get paid. This document will provide you with some answers to those questions as well as provide you with some information that we will need to ensure that you are paid correctly and on time.

University Payroll Responsibilities

The Payroll Office is responsible for the preparation of all University payrolls and for University compliance with all rules and regulations pertaining to and/or resulting from payroll operations. We are responsible for calculating gross pay (based on actions in the system), calculating, collecting, and remitting payroll taxes and garnishments, and processing voluntary deductions. Also, the Payroll Office handles manual entry of direct deposit and tax forms.

Payroll Schedule

All full-time Faculty and Staff are paid monthly on the last business day of the month with the exception of November and December, when employees receive their pay earlier in the month.

A list of paydays as well as each month's deadline for changing your direct deposit or tax withholding status (so that it is effective with that month's payroll) can be found on our website.

On pay day, each employee who is receiving a direct deposit of pay will receive an email in their university email account from Banner Payroll. A copy of the employee's Direct Deposit Advice will be attached to the email. The attachment is a password protected, encrypted PDF document. The password is the first four letters of the employee's last name followed by the last four digits of the employee's social security number.

9 Month Contracts

- Work obligation is from August to May
- Employees are paid from July 1st through June 30th
- Any start or end date other than July 1st or January 1st will result in a salary adjustment

Calculation of Pay

Monthly employees: are paid 1/12 of their salary regardless of the number of work days in the month

Daily Rates: used when a salaried employee does not work the full pay period, usually due to hire date, leave of absence or termination date

Hourly Rate: used for leave payouts, overtime, holiday pay, overdrawn leave, etc.

Self-Service Banner

Self-Service Banner is a tool that allows employees to access certain areas of their records through a secured portal. All active employees have a Banner ID and password that is used to access Self Service Banner.

Self-Service Banner provides employees with the following information:

- Benefits and Deductions: View your retirement plans, Health insurance information, Flex spending accounts, and miscellaneous deductions.
- Pay Information:
  - Leave Reporting
  - Leave Time Balances
  - Pay Stub, Direct Deposit Information, and Pay deductions
- Tax Forms: View your W-2 form and W-4 information. You can also consent to receive your W-2 electronically.
Payroll Taxes

Social Security: 6.2% of first $117,000

Medicare: 1.45% on the first $200,000. Additional .9% on wages over $200,000.

Both Social Security and Medicare are matched by the employer.

Federal and State Income Tax: Calculated using taxable wages, marital status, and allowances (Form W-4 and NC-4 or NC 4 EZ) based on annualized tax charts.

All employees must complete Federal W-4 and State NC-4 withholding forms. If these forms are not on file in the Payroll Office at the time that payroll is being processed, the employees withholding status will be set at the default of single with no exemptions.

Gross Wages vs. Taxable Wages and Pretax Deductions

Gross Wages: Total amount earned before deductions

Pre-tax deductions: The IRS has approved that certain deductions can be subtracted from the gross wages prior to calculation of taxes, decreasing the amount of wages employees pay tax on. These include items such as health insurance, AD&D, dental and vision insurance, Retirement, Flex spending accounts and parking services.

Taxable Wages: Gross wages minus all pre-tax deductions

Overpayments

When an employee is overpaid the University is required to recoup the overpayment. Per N.C.G.S 143-553 all persons employed by an employing entity as defined by this Part who owe money to the State and whose salaries are paid in whole or in part by State funds must make full restitution of the amount owed as a condition of continuing employment.

Direct Deposit

All employees of FSU are required to participate in direct deposit.

Direct Deposit is a safe, easy and efficient banking method for your payroll funds and provides you convenient access, regardless of where you are, to your funds. To enroll, complete the direct deposit enrollment form and submit it to the Payroll Office along with a voided check, deposit slip, or an official bank form that includes your name, routing number and bank account number.

If your direct deposit information is not submitted to the Payroll Office before the next payroll is processed, a paper check will be issued. Employees must pick up the paper check from the Payroll Office.

W-2 Year End Tax Statement

In January of each year, the University will provide you with a W-2 tax and Earnings statement for the taxable wages you received in the prior year.

Due to IRS regulations the University is required to print your W-2 and mail it to the home address we have on file for you UNLESS you tell us you prefer to receive your W-2 electronically and that you do not want a paper copy sent in the mail.

Employees may access their W-2 via Self-Service Banner. An email will be sent when the form is available for viewing and printing.

Process for giving consent to receive an electronic W-2:

- From the FSU Home page
- Click on Faculty and Staff; Banner Log in; Login
- Enter User ID and Password (secure access login)
- Click on the Employee tab
- Click on Employee Menu link in the Quick Links Section
- Click on Tax Forms
- Click on Electronic W-2 Consent
- Click the Selection Criteria My Choice box giving your consent to receive your W-2 statement online.
- Click Submit

Those who wish to receive a paper copy do not need to do anything. Paper W-2’s are mailed at the end of January.

Payroll Office Contact Information

- Payroll Supervisor: Pamela Stokes
- Payroll Specialist (Monthly Employees): Ashley Stevens
- Payroll Specialist (Bi-weekly Employees): Seneva Miles

Website: http://www.uncfsu.edu/controller/payroll
Email: payroll@uncfsu.edu
Fax: (910) 672-1492