

## Frequently Asked Payroll Questions

### Where do I pick up my paycheck?

*Paychecks are distributed at Check Distribution located in the West Quad building Lobby after 3:00 p.m., or picked up by your department, on the Wednesday before pay day at station 1. All other days' paychecks can be picked up at station 4. You must provide a valid ID.*

*Please ask your department if they have picked up your paycheck prior to going to the West Quad.*

*The hours of operation for Check Distribution are Monday – Thursday 9:00 a.m. – 7:00 p.m. and Friday 9:00 a.m. – 5:00p.m.*

### How do I get my paycheck/paystub(s)?

*Your paycheck/paystub can be picked up at Check Distribution located in the West Quad building during the pay week. If not picked up one week after the pay date, paychecks are mailed out to your address on file. Paystubs are forwarded to your department.*

*If you need copies of your paystubs send a request to [Payrollsupport@brooklyn.cuny.edu](mailto:Payrollsupport@brooklyn.cuny.edu)*

### When do I get paid?

*You can check the Payroll Calendar Schedule to find out when paychecks are distributed. The schedule can be found on the Brooklyn College website.*

*<http://www.brooklyn.cuny.edu/web/about/offices/hr/payroll/pay-schedules.php>*

### How is my bi-weekly gross earnings calculated?

*Your bi-weekly salary is determined by the following multiplication factor:*

- *Dividing the number of days in a pay period by the number of days in the year ( $14/365 = 0.038356$ )*
- *Your annual salary is then multiplied by 0.038356*
  - *Example: Annual salary = 20,000*
  - *$20,000 \times 0.038356 = 767.12$  ← (Bi-weekly gross)*

## **I think my paycheck is incorrect. What should I do?**

Send email to us at [Payrollsupport@brooklyn.cuny.edu](mailto:Payrollsupport@brooklyn.cuny.edu)

## **What do I do about a lost or damaged check?**

Send email to us at [Payrollsupport@brooklyn.cuny.edu](mailto:Payrollsupport@brooklyn.cuny.edu)

*A Stop Payment will be placed on the check, if the "stop" is successful, a replacement check will be mailed to your home address. Please allow up to 6 weeks for this process. Employees' address must be verified prior to requesting a replacement.*

*You will be notified if a stop could not be made due to check being cashed.*

## **How do I change my tax deductions?**

*By submitting the completed forms (W4 and IT-2104) to the Office of Human Resource Services. Please allow 1-2 pay cycles for it to take effect.*

## **What is a W-2 and when should I receive it?**

*W-2 reports annual wages and the amount of taxes withheld from an employee's paycheck.*

## **How do I get a copy of my W-2?**

Send email to us at [Payrollsupport@brooklyn.cuny.edu](mailto:Payrollsupport@brooklyn.cuny.edu)

## **If I work at two or more campuses, will I get separate W-2's?**

*If you work at more than one four year college, you will get ONE W-2 with earnings from those colleges combined. If you work for a four year college AND a two year community college, you will get TWO separate W-2's.*

## **What is Direct Deposit and its benefits?**

- *Direct Deposit is safe, simple and convenient*
- *Your check will be electronically deposited into your account(s) on paydays*
- *No more worrying about lost checks, or missing a check when you are off*
- *You can do Direct Deposit to different accounts and or/banks*

## **How does Direct Deposit work?**

*Electronically deposits your pay directly into your account(s) on payday.*

**When are funds from Direct Deposit available?**

*Depending on your bank, the funds are available on pay day.*

**How do I sign up for Direct Deposit?**

*Fill out the Direct Deposit Authorization Agreement form and attach a voided check(s). If you do not have access to a voided check, you must take the form to your bank to be filled out (Section C). If your account has a joint account holder, please have them sign in Section D. Submit the completed form in person to the Office of Human Resources Services, Payroll Support Unit 1231 or any Units within the Office of Human Resource Services. You must fill out the application correctly and accurately; otherwise, it will be returned unprocessed.*

[http://www.brooklyn.cuny.edu/web/off\\_hr/201009\\_FORMS\\_NYS-Direct-Deposit.pdf](http://www.brooklyn.cuny.edu/web/off_hr/201009_FORMS_NYS-Direct-Deposit.pdf)

*Direct Deposit Authorization Agreement forms must be made in person. If another person is submitting the direct deposit for you, you must send an email (from your Brooklyn College email) authorizing the person to submit the form for you and you must give the person a copy of two forms of identification to make the change. This is to ensure that no fraudulent attempts are made to divert your money.*

**How soon after I sign up will my checks go Direct Deposit?**

*Please allow 2 – 3 pay cycles before Direct Deposit will become active.*

**What if I want to cancel my Direct Deposit?**

*Fill out a Direct Deposit Authorization Agreement form for cancellation and bring to the Office of Human Resource Services in person for processing. Please note, it can take 1 – 2 pay cycles to take effect.*

**How do I change my address?**

*You can change your address by completing the Basic Personnel Form and submitting to any of the HR offices located in Boylan Hall.*