



Payroll Frequently Asked Questions

When are timecard approvals due?

Bi-weekly approvals are due by 5:00 p.m. the Tuesday following a payday.

Semi-monthly approvals are due by 5:00 p.m. on the second business day following a semi-monthly payday.

What is the special deduction for on my pay advice?

Contact the Payroll Department at 216 687-3611 for special deduction explanations.

I am expecting a pay increase, when will I receive it?

Time permitting, pay increases will be included in the next paycheck after increase information has been entered into the system by the appropriate offices.

What are the pay dates for Adjunct Faculty (Lecturers)?

The last business day of each month during the semester of contract. The pay dates are listed on the Payroll website.

I am a student and exempted myself from OPERS, why is OPERS being deducted from my check during the summer?

A student must be registered for at least 6 credit hours in order to exempt themselves from OPERS during the summer.

How can I change my direct deposit?

Download and complete the direct deposit form from the Payroll website and return it to the Payroll Office.

When can I expect my direct deposit to start?

Based on the date received, direct deposit will start with your next available payday.

Can I have money deposited into more than one bank account?

Yes, however, you must complete a separate direct deposit authorization form for each bank.



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I have questions about my benefits.

Questions concerning benefits should be directed to Human Resources at 216 687-3636.

How do I change my federal tax (W-4) withholding form?

W-4 forms can be changed and submitted by using myProfile Payroll.

How do I change my Ohio tax (IT-4) withholding form?

IT-4 forms can be changed and submitted by using myProfile Payroll.

Why are the taxes on regular summer contracts at such a high percentage and can anything be done about it?

The IRS requires that additional earnings be taxed at the supplemental (22%) tax rate.

When will I receive my W-2?

Electronic W-2 forms are available through myProfile Payroll for viewing and printing in mid-January. You will be notified by email when they are available. You must give consent to receive your W-2 electronically. If you do not give consent, or if you terminate employment, a paper W-2 will be mailed to your address on file at the end of January.

How do I obtain a duplicate W-2?

Active employees can give consent and access electronic W-2 forms for all prior years through myProfile Payroll. Terminated employees or those not giving consent can email payroll@csuohio.edu to request a duplicate W-2. Include your CSU ID, name and year of the W-2 in the request. Please make sure that your current address is on file. You can update your address through CampusNet.