

HELPFUL WEB ADDRESSES FOR UA EMPLOYEES

UACCESS EMPLOYEE
<http://uaccess.arizona.edu/>

PAYROLL HOMEPAGE
<http://www.fso.arizona.edu/Payroll/index.html>

EMPLOYEE LINK – Historical Data
<https://emplink.arizona.edu/>

**INFORMATION SERVICES WEB –
Historical Data**
<https://www.fso.arizona.edu/isw/default.asp>

U OF A HUMAN RESOURCES
<http://www.hr.arizona.edu/index.php>

INTERNATIONAL AFFAIRS (U OF A)
<http://international.arizona.edu/>

ARIZONA BOARD OF REGENTS
<http://www.abor.asu.edu/>

SOCIAL SECURITY ADMINISTRATION
<http://www.ssa.gov/>

INTERNAL REVENUE SERVICE
<http://www.irs.gov/>

ARIZONA DEPARTMENT OF REVENUE
<http://www.revenue.state.az.us/>

**IMMIGRATION & NATURALIZATION
SERVICE**
<http://www.immigration-bureau.org/>

**OFFICE OF INTERNATIONAL
PROGRAMS (SSA)**
<http://www.ssa.gov/international/index.html>

2009 PAYDAY CALENDAR

PAYDAY	Employee Link and UAccess Employee Forms W4, A4 & Direct Deposit Due by 5 PM	PAY PERIOD DATES
01-16-09	01-09-09	12/29/08-01/11/09
01-30-09	01-23-09	01/12/09-01/25/09
02-13-09	02-06-09	01/26/09-02/08/09
02-27-09	02-20-09	02/09/09-02/22/09
03-13-09	03-06-09	02/23/09-03/08/09
03-27-09	03-20-09	03/09/09-03/22/09
04-10-09	04-03-09	03/23/09-04/05/09
04-24-09	04-17-09	04/06/09-04/19/09
05-08-09	05-01-09	04/20/09-05/03/09
05-22-09	05-15-09	05/04/09-05/17/09
06-05-09	05-29-09	05/18/09-05/31/09
06-19-09	06-12-09	06/01/09-06/14/09
07-02-09	06-26-09	06/15/09-06/28/09
07-17-09	07-10-09	06/29/09-07/12/09
07-31-09	07-24-09	07/13/09-07/26/09
08-14-09	08-07-09	07/27/09-08/09/09
08-28-09	08-21-09	08/10/09-08/23/09
09-11-09	09-04-09	08/24/09-09/06/09
09-25-09	09-18-09	09/07/09-09/20/09
10-09-09	10-05-09	09/21/09-10/04/09
10-23-09	10-19-09	10/05/09-10/18/09
11-06-09	11-02-09	10/19/09-11/01/09
11-20-09	11-16-09	11/02/09-11/15/09
12-04-09	11-30-09	11/16/09-11/29/09
12-18-09	12-14-09	11/30/09-12/13/09
*12-23-09	12-17-09	12/14/09-12/27/09

*Payday above occurs due to University's
Holiday



Financial Services Office

PAYROLL REFERENCE GUIDE

Hours:
Monday - Friday
8:00 a.m. - 5:00 p.m.

Location:
University Services Building
Maingate Center
4TH Floor, Rm 402

Campus Mail Address:
FSO – Payroll, Rm 402
University Services Bldg
PO Box 210158

US Mail Address:
FSO - Payroll
PO Box 3310
Tucson, AZ 85722-3310

General Phone Number:
621-9097

Fax Number:
621-8993

PAYROLL STAFF

Representatives of the Payroll and Technical & Reporting Teams can assist with questions regarding any of these processes:

9/12 & Flex payment Coordinator, Automobile Perquisites, Bereavement Payments, Child Support, Develop & coordinate training to campus, Direct Deposit Forms, Foreign National Employee Taxation, Forms W-4 and A-4, Glacier, Levies and Garnishments, Payment Requests, Policies and Procedures, Qualified Tuition Reduction, System Research, Tax Reporting, Terminations, Time and Labor, Time and Labor Security, UAccess Questions, Worker's Compensation

For more information please visit the FSO-Operations Homepage at:
<http://www.fso.arizona.edu/Payroll/index.html>

E-mail questions to: payrollinfo@listserv.arizona.edu

For Lost or Damaged Checks contact FSO Operations Customer Service at 621-9097.

EMPLOYEE FREQUENTLY ASKED QUESTIONS

Q: How do I sign up for Direct Deposit?

A: You need to input your direct deposit information in UAccess Employee Self Service at <http://uaccess.arizona.edu>.

Q: If I sign up for Direct Deposit, how long does it take before my monies are sent to the bank?

A: By signing up for direct deposit on UAccess Employee Self Service by Monday 5:00 pm of pay week, your Direct Deposit will take effect the next pay day.

Q: How do I change or close my Direct Deposit?

A: You will need to enter the new account information or close your account through UAccess Employee Self Service.

Q: My taxable status has changed due to a marriage, a divorce, the birth of a child, or the loss of one of my deductions, do I need to notify the Payroll Department?

A: Any time there is a change in your taxable status you may elect to complete a new Form W-4. You can change your form online in UAccess Employee Self Service at <http://uaccess.arizona.edu>

Q: I am a U.S. citizen or a resident alien. What does "EXEMPT" on the Form W-4 mean and how do I claim exempt from federal withholding?

A: Being exempt from federal withholding means that you will have no tax liability on your personal return at the end of the year. To claim exempt you need to fill out a Form W-4 in UAccess Employee Self Service and select the "EXEMPT" box. You must renew this form every calendar year between January 1st and February 15, otherwise taxes will be withheld.

Q: I am making a change in my tax status, TSA, or salary, how can I find out what my new net pay will be?

A: Call Payroll at 621-9097 and a Payroll Specialist will calculate your new net pay for you.

Q: How do I cancel my savings bond deduction?

A: Contact National Bond and Trust at 1-800-426-9314.

Q: I've lost my paycheck, what do I need to do?

A: Contact FSO-Operations Customer Service immediately at 621-9097. Your paycheck is a state warrant. FSO-Operations must follow state procedures and complete paperwork to place a stop payment on the check. You will need to come to FSO-Operations Department to sign the Warrant Replacement Request Certification Form and have it notarized. We have a notary here who can assist. Once the form is signed, it will take at least 10 working days to get a replacement check issued.

Q: When would I have to change my Savings Bond or United Way deduction in order for it to be effective with the next paycheck?

A: All paper forms must be turned into FSO-Operations by Thursday of non-pay week at 5:00 PM in order to affect the next paycheck.

Q: If I move, how do I get my address changed in the Payroll system?

A: You may change your address via UAccess Employee Self Service at: <http://uaccess.arizona.edu>, under the Personal Information section.

If you are a terminated employee you can call FSO-Customer Service at 621-9097 and give them your new address.

Q: If my check has expired, what do I do?

A: You must contact the AZ Department of Revenue Unclaimed Property Unit to have your check reissued. Their web site is <http://www.azunclaimed.gov/>